

Comsats Institute of Information Technology



Lab Manual Introduction to Information & Communication Technologies

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|-------------------|---------------------|
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| Class-Section | FA16-BCS-G |
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Week-01

Objectives

After performing this lab, students shall be able to:

- Use the auto complete function.
- Basic formatting.
- Using graph and pie charts.

Task List

Task-1 Auto complete and basic formatting

Create the table as per the given information and auto complete the first column. Also the format the table as shown below. Also format the columns for dollar currency.

| MONTH | Sales | Expense | Profit |
|-----------|--------------|--------------|--------|
| January | \$ 50,000.00 | \$25,000.00 | |
| February | \$ 65,000.00 | \$ 23,000.00 | |
| March | \$ 80,360.00 | \$ 79,200.00 | |
| April | \$ 75,230.00 | \$ 80,500.00 | |
| May | \$ 89,560.00 | \$ 85,000.00 | |
| June | \$ 45,320.00 | \$ 25,300.00 | |
| July | \$ 23,000.00 | \$ 45,000.00 | |
| August | \$ 89,230.00 | \$ 55,261.00 | |
| September | \$ 78,230.00 | \$ 58,321.00 | |
| October | \$ 45,256.00 | \$ 50,356.00 | |
| November | \$ 23,789.00 | \$ 45,783.00 | |
| December | \$500,236.00 | \$ 45,289.00 | |
| Total | | | |

Task-2 Formula Calculation

Calculate the profit column by using the formula. Profit=Expense-Sales

Also calculate the total row by adding the values above. Make sure that the negative values are shown in this format -\$5,270 not in brackets.

Task-3 Conditional Formatting

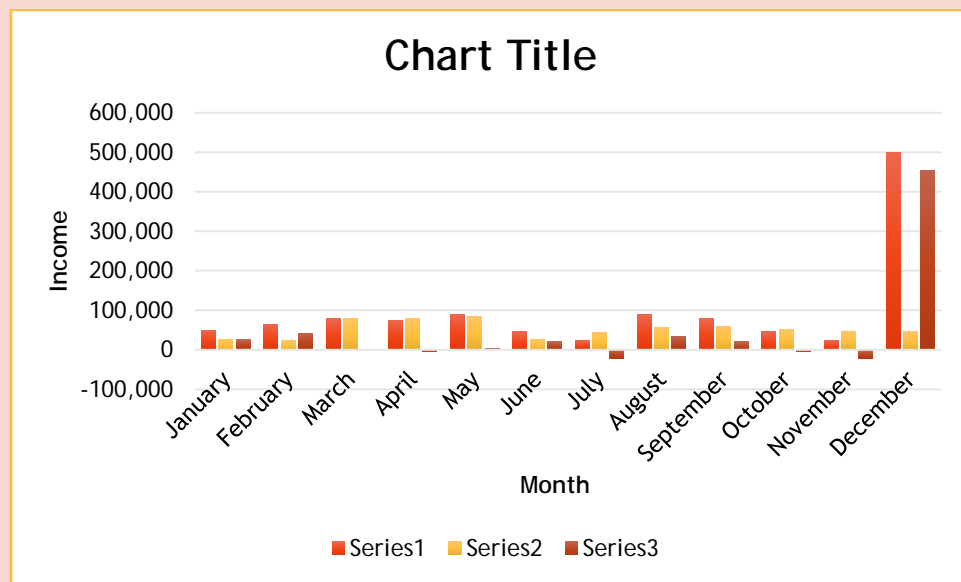
For all the negative values in the profit column apply the blue shading. Do not do this step manually. See the sample below

| MONTH | Sales | Expense | Profit |
|---------|--------------|-------------|----------|
| January | \$ 50,000.00 | \$25,000.00 | \$25,000 |

| | | | |
|--------------|--------------------|------------------|------------------|
| February | \$ 65,000.00 | \$ 23,000.00 | |
| March | \$ 80,360.00 | \$ 79,200.00 | |
| April | \$ 75,230.00 | \$ 80,500.00 | -\$5,270 |
| May | \$ 89,560.00 | \$ 85,000.00 | |
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| August | \$ 89,230.00 | \$ 55,261.00 | |
| September | \$ 78,230.00 | \$ 58,321.00 | |
| October | \$ 45,256.00 | \$ 50,356.00 | |
| November | \$ 23,789.00 | \$ 45,783.00 | |
| December | \$500,236.00 | \$ 45,289.00 | |
| Total | \$1,165,211 | \$618,010 | \$547,201 |

Task-4 Create Chart

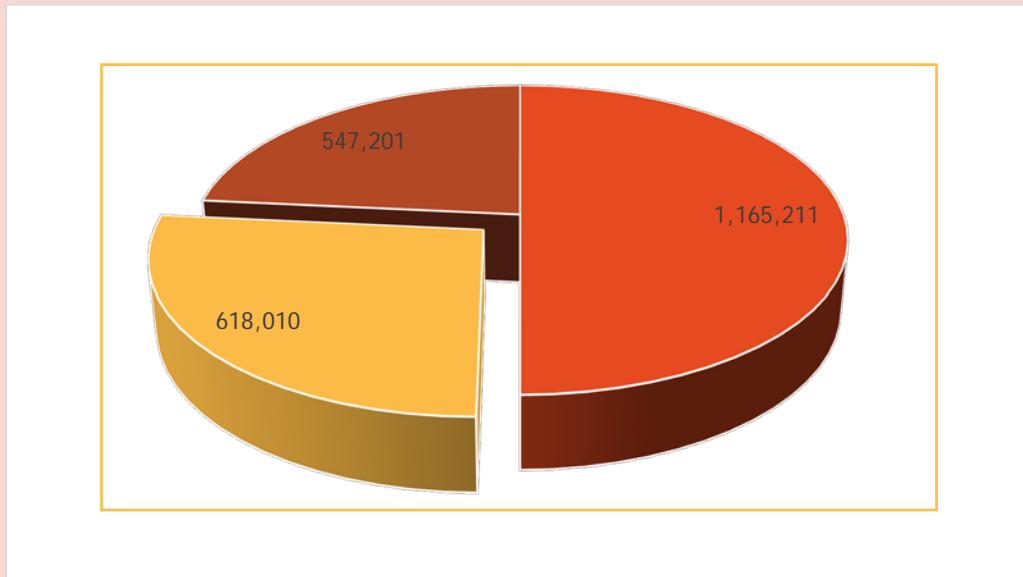
Create the chart of the sales, expenses and profit column excluding the total row. Show the axis, axis titles, chart title, gridlines and legend.



Task-5 Create a pie chart.

Task-6 Open MS word and create a Business Letter and then flyer or broucher.

Create the pie chart of the last row and format it as below.



Save:

Save your file as a Word Document with the name "your Registration number-Lab1". (Use your actual registration number; don't just type 'your Registration number'!) and upload it on cuonline.