

## **Lab# 03 Tasks**

**Note: Do all the task in a good representable form using diff. formatting options.**

Task#1: Do the exercise mention in the manual.

Task#2: Create a sheet having 20 records, provide values in columns like name, age, salary. Apply Format of currency on salary and apply the function of sum to calculate total amount of salary, the highest and lowest salary and also add charts to show the representation.

Task#3: Create a report having random records of cars and apply different formatting function on it.

Task#4: Enter the random records of 25 having 2columns in it and apply following functions:

1. CountIF
2. CountIFs
3. SumIF
4. SumIFs
5. And
6. OR
7. Not

Task#5: Create a grade of 10 students with 7 subjects. Calculate their total marks, Percentage and Assign them Grade (A, B, C, D, F) using IF-statement.

Task#6: Create a Sheet for a shop where you limit the prices of products. Take any type of store. Limit your data till 100 by using data validation.

Task#7: Create a sheet having the records of Pakistani cricket in a single match and in results show which player performed well or worst.