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# Submission of Lab Task

Click on Assignment section of **Intro to Info & Comm. Lab**. Click on the lab task, upload your assignment (excel file) and submit it.

# Week-03

After performing this lab, students shall be able to:
- Background insertion.
- Formula calculation and data validation.
- Conditional Formatting.
- Drop down lists.

## Task List

### Task-1 Background and picture insertion

Add a background image of Fast-Nuces logo to your work book. Add the following data and table heading. Use auto complete function for the first two columns.

| S.NO | Reg NO | Student Name | Theory 50 | Lab exam 50 | Result 100 |
|------|--------|--------------|-----------|-------------|------------|
| 1 | F16-23 | Abdullah | 50 | 39 | 89 |
| 2 | F16-24 | Yumna | 23 | 25 | 48 |
| 3 | F16-25 | Amna | 45 | 50 | 95 |
| 4 | F16-26 | David | 15 | 10 | 25 |
| 5 | F16-27 | Albert | 32 | 45 | 77 |
| 6 | F16-28 | Rani | 35 | 42 | 77 |
| 7 | F16-29 | Harry | 45 | 50 | 95 |
| 8 | F16-30 | Tahira | 29 | 30 | 59 |
| 9 | F16-31 | Danyal | 45 | 49 | 94 |
| 10 | F16-32 | Hina | 49 | 50 | 99 |

### Task-2 Formula Calculation and data validation

Calculate the Result column by adding lab and theory marks. Also apply data validation for the lab and theory marks such that all values are in the range of 0-100.

\* Now add a column naming grade and apply grade formula using table given below.

HINT:

Use a table for the grade range as given.

| 0 | F |
|---|---|
| 50 | D |
| 54 | D+ |
| 58 | C- |
| 62 | C |
| 66 | C+ |
| 70 | B- |
| 74 | B |
| 78 | B+ |
| 82 | A- |
| 86 | A |
| 90 | A+ |

The first column should contain the value and the second column contains the grade also make sure that the data is in ascending order.

## Task-3 IF function

Add another column in the table with the heading Remarks and using the IF function fill the column using the criteria for total marks less than 50 write fail and for above 50 write pass.

| S.NO | Reg NO | Student Name | Theory 50 | Lab exam 50 | Result 100 | Grade | Remarks |
|------|--------|--------------|-----------|-------------|------------|-------|---------|
| 1 | F16-23 | Abdullah | 50 | 39 | 89 | B | Pass |
| 2 | F16-24 | Yumna | 23 | 25 | 48 | F | fail |
| 3 | F16-25 | Amna | 45 | 50 | 95 | A | Pass |
| 4 | F16-26 | David | 15 | 10 | 25 | F | fail |
| 5 | F16-27 | Albert | 32 | 45 | 77 | C | Pass |
| 6 | F16-28 | Rani | 35 | 42 | 77 | C | Pass |
| 7 | F16-29 | Harry | 45 | 50 | 95 | A | Pass |
| 8 | F16-30 | Tahira | 29 | 30 | 59 | D | Pass |
| 9 | F16-31 | Danyal | 45 | 49 | 94 | A | Pass |
| 10 | F16-32 | Hina | 49 | 50 | 99 | A | Pass |

## Task-4 Conditional formatting

Add another column name attendance in the table. Use percentage formatting for the entire column with no decimal places. Also format the Result column for three colors red, green and yellow such that red indicates the lowest mark, yellow indicating the medium range and green indicating the highest marks. Also apply conditional icons on the attendance table such that attendance below 80 gets a different icon then the attendance above 80. Also format the entire table. Lastly sort the result column from the smallest to largest value.

# Task-5 Creating a drop down list

Add another column "Major" and fill it using the drop down list. You can find the option under data validation option. Use the following options for the major list BSSE, BSIT, BSCS. Also program the error message to appear as shown below. Also add a gender column using the same list function.

| Reg NO | Student Name | Theory 50 | Lab exam 50 | Result 100 | Grade | Remarks | Attendance | Major | Gender |
|---|---|---|---|---|---|---|---|---|---|
| F16-26 | David | 15 | 10 | 25 | F | fail | | 90% | BSSE | Male |
| F16-24 | Yumna | 23 | 25 | 48 | F | fail | | 45% | BSCS | Female |
| F16-30 | Tahira | 29 | 30 | 59 | D | Pass | | 95% | BSIT | Female |
| F16-27 | Albert | 32 | 45 | 77 | C | Pass | | 95% | BSCS | Male |
| F16-28 | Rani | 35 | 42 | 77 | C | Pass | | 25% | BSCS | Female |
| F16-23 | Abdullah | 50 | 39 | 89 | B | Pass | | 50% | BSCS | Male |
| F16-31 | Danyal | 45 | 49 | 94 | A | Pass | | 80% | BSIT | Female |
| F16-25 | Amna | 45 | 50 | 95 | A | Pass | | 80% | BSSE | Female |
| F16-29 | Harry | 45 | 50 | 95 | A | Pass | | 100% | BSSE | Male |
| F16-32 | Hina | 49 | 50 | 99 | A | Pass | | 80% | BSIT | Female |

**Invalid Major**

This major is not listed

Retry    Cancel    Help

Was this information helpful?