Mohammad Ali Jinnah University

ITCP

Fall ‘17

Lab # 02: Introduction to MS EXCEL

Instructor: Usama in Ejaz / Miss Kanwal Iqbal

What is Excel?

Microsoft Excel is spreadsheet developed by Microsoft. It is used for storing data in tabular form and to process some basic to extensive operation on the data.

Sheet:

Each excel file can have multiple sheets. And data may be used throughout the file.

Cell:

Each box in a sheet is called cell. Every cell has a name/identity of itself. The name of cell is the “name of column + number of row.”

Operations in Excel:

1. Mathematics formulae can be used for any type of calculations.
2. Visual formatting can be done on multiple cells and or single cell.
3. Conditional visual formatting can be done on the basis of values to be entered in the cells.
4. Pre-defined function can be used to perform multiple tasks. For e.g.:
5. Sum
6. Average
7. If-Statement
8. Rand
9. Min
10. Max
11. Count
12. Charts and graphs on data

Task:

Enter the following Columns in a sheet:

1. Registration Number
2. Student Name
3. Problem Solving
4. DLD
5. Calculus
6. Theory of Computing
7. Pakistan Studies
8. Total
9. Percentage
10. Max
11. Min
12. Grade

Guidelines:

Students registration number is of format BSCS-XXXX

Students name are from A to Z

Use “Randbetween” function to enter marks of each subject

Calculate total marks using “sum” function

Calculate percentage by entering „formula‟

Find minimum marks and max marks using “functions”

The grade will be graded on the basis of following percentage criteria

* A: 87-100
* B: 80-86
* C: 75-80
* F: >74

Last row of the table will have average result of students

* Marks in last row are the average of marks above
* The data should be rounded by using “=round()” function
* Percentage, min, max and grade are found by same technique as above

Build a chart of students against their percentage

* Format the chart (Chart must contain Title, Axis Titles etc.)
* Apply following coloring scheme to the sheet



Chart sample

