

[PHD SEMESTER 1st]

Practical lab Assignment.

IN

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Q-1 Explain subtotal function with all its application.

→ Subtotal function ignores any rows that are not included in the result of a filter, no matter which function_num value to use. Subtotal function is designed for column of data, or vertical ranges, it is not designed for row of data, or horizontal ranges.

Syntax

SUBTOTAL (function_num, ref1, [ref2], ...)

- * Ref 1 Required the first name ranged or reference for which you want the subtotal.
- * Ref 2 optional Named ranges or references ~~for which~~ for which you want subtotal.

Q-2 Discuss Filters & sorting in Excel & Explain with proper examples

⇒ Filtering data

In addition to sorting, you may find that adding a filter allows you to better analyze data. When data is filtered, only rows that meet the filter criteria will display & other rows will be hidden. With filtered data, you can then copy, format, print, etc. your data, without having to sort or move it first.

15 Sorting Data →

⇒ For a quick sort, click the Arrow below the sort & filtering icon in the editing group of the Home ribbon & choose the sort A to Z/Z to A icon in the sort & filter group of the Data ribbon.

⇒ In Excel 2013 these are labeled sort smallest to largest & vice versa.

⇒ For more complex sort, go to the Home ribbon click the sort & filter icon in the Editing group & choose custom sort.

Q-3 Discuss conditional formatting with proper example.

⇒ * Conditional formatting allows you to automatically apply formatting, such as colors icon, & data bars - to one or more cells based on the cell value. to do this, you will need to create conditional formatting rules.

for examples, a conditional formatting rules might be:

if the value is less than 2000, color cell red. by applying this rules you'd be able to quickly see which cell contains values less than 2000

* From the home tab, click conditional formatting Command. A drop down menu will appear.

* Hovers the mouse over the desired conditional formatting type, then select desired rules from the menu appear

* A dialoge will appear. Enter the desired value(s) into the blank field, in our examples.

* Select a formatting style from the drop-down menu.

ex * in example highlight salary less than 2000 Rs