

## Excel Assignment - 11

1. Use the below table for the following Questions.

Ans:-

**Excel Interface:**

- Clipboard:** Paste
- Font:** Times New Roman, Size 14, Bold (B), Italic (I), Underline (U), Color (A)
- Alignment:** Merge & Center
- General:** %

| A | B               | C                          | D            | E            | F            | G            | H            | I            | J |
|---|-----------------|----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|---|
|   | <b>Roll No.</b> | <b>Name of the student</b> | <b>Sub-1</b> | <b>Sub-2</b> | <b>Sub-3</b> | <b>Sub-4</b> | <b>Sub-5</b> | <b>Sub-6</b> |   |
|   | 100101          | Rohan                      | 72           | 55           | 52           | 69           | 95           | 32           |   |
|   | 100102          | Mo han                     | 65           | 51           | 63           | 85           | 71           | 69           |   |
|   | 100103          | Ravi meheta                | 72           | 56           | 78           | 85           | 47           | 68           |   |
|   | 100104          | Ruby tondon                | 68           | 71           | 85           | 84           | 78           | 60           |   |
|   | 100105          | Radhika gupta              | 80           | 78           | 58           | 65           | 68           | 45           |   |
|   | 100106          | Rakhi                      | 61           | 78           | 45           | 62           | 75           | 64           |   |
|   | 100107          | David                      | 78           | 69           | 96           | 52           | 63           | 87           |   |
|   | 100108          | Mon ika mis hra            | 96           | 85           | 86           | 84           | 45           | 63           |   |
|   | 100109          | Tommy singh                | 75           | 63           | 54           | 63           | 61           | 98           |   |
|   | 100110          | p.rakesh                   | 63           | 52           | 96           | 87           | 78           | 45           |   |

Ans:-

[illegible]

3. Calculate the totals for each student, use conditional formatting to highlight the top students who have scored more than 480.

Ans:-

No cell is highlighting as none of the student has scored more than total of 480 marks.

| Roll No. | Name of the student | Sub-1 | Sub-2 | Sub-3 | Sub-4 | Sub-5 | Sub-6 | Minimum | Maximum | TOTAL |
|----------|---------------------|-------|-------|-------|-------|-------|-------|---------|---------|-------|
| 100101   | Rohan               | 72    | 55    | 52    | 69    | 95    | 32    | 32      | 95      | 375   |
| 100102   | Mo han              | 65    | 51    | 63    | 85    | 71    | 69    | 51      | 85      | 404   |
| 100103   | Ravi mehta          | 72    | 56    | 78    | 85    | 47    | 68    | 47      | 85      | 406   |
| 100104   | Ruby tondon         | 68    | 71    | 85    | 84    | 78    | 60    | 60      | 85      | 446   |
| 100105   | Radhika gupta       | 80    | 78    | 58    | 65    | 68    | 45    | 45      | 80      | 394   |
| 100106   | Rakhi               | 61    | 78    | 45    | 62    | 75    | 64    | 45      | 78      | 385   |
| 100107   | David               | 78    | 69    | 96    | 52    | 63    | 87    | 52      | 96      | 445   |
| 100108   | Monika mishra       | 96    | 85    | 86    | 84    | 45    | 63    | 45      | 96      | 459   |
| 100109   | Tommy singh         | 75    | 63    | 54    | 63    | 61    | 98    | 54      | 98      | 414   |
| 100110   | p.rakesh            | 63    | 52    | 96    | 87    | 78    | 45    | 45      | 96      | 421   |

4. Replace the Name Rakhi with Rocky. Use Formulas.

Ans:-

| Roll No. | Name of the student | Sub-1 | Sub-2 | Sub-3 | Sub-4 | Sub-5 | Sub-6 | Minimum | Maximum | TOTAL |
|----------|---------------------|-------|-------|-------|-------|-------|-------|---------|---------|-------|
| 100101   | Rohan               | 72    | 55    | 52    | 69    | 95    | 32    | 32      | 95      | 375   |
| 100102   | Mo han              | 65    | 51    | 63    | 85    | 71    | 69    | 51      | 85      | 404   |
| 100103   | Ravi mehta          | 72    | 56    | 78    | 85    | 47    | 68    | 47      | 85      | 406   |
| 100104   | Ruby tondon         | 68    | 71    | 85    | 84    | 78    | 60    | 60      | 85      | 446   |
| 100105   | Radhika gupta       | 80    | 78    | 58    | 65    | 68    | 45    | 45      | 80      | 394   |
| 100106   | Rakhi               | 61    | 78    | 45    | 62    | 75    | 64    | 45      | 78      | 385   |
| 100107   | David               | 78    | 69    | 96    | 52    | 63    | 87    | 52      | 96      | 445   |
| 100108   | Monika mishra       | 96    | 85    | 86    | 84    | 45    | 63    | 45      | 96      | 459   |
| 100109   | Tommy singh         | 75    | 63    | 54    | 63    | 61    | 98    | 54      | 98      | 414   |
| 100110   | p.rakesh            | 63    | 52    | 96    | 87    | 78    | 45    | 45      | 96      | 421   |

Home Insert Page Layout Formulas Data Review View Add-ins Help Tell me what you want to do

Find and Replace

Find what: Rakhi  
Replace with: Rocky

Options >>

Replace All Replace Find All Find Next Close

| Roll No. | Name of the student | Sub-1 | Sub-2 | Sub-3 | Sub-4 | Sub-5 | Sub-6 | Minimum | Maximum | TOTAL |
|----------|---------------------|-------|-------|-------|-------|-------|-------|---------|---------|-------|
| 100101   | Rohan               | 72    | 55    | 52    | 69    | 95    | 32    | 32      | 95      | 375   |
| 100102   | Mo han              | 65    | 51    | 63    | 85    | 71    |       |         |         |       |
| 100103   | Ravi meheta         | 72    | 56    | 78    | 85    | 47    |       |         |         |       |
| 100104   | Ruby tondon         | 68    | 71    | 85    | 84    | 78    |       |         |         |       |
| 100105   | Radhika gupta       | 80    | 78    | 58    | 65    | 68    |       |         |         |       |
| 100106   | Rocky               | 61    | 78    | 45    | 62    | 75    | 64    | 45      | 78      | 385   |
| 100107   | David               | 78    | 69    | 96    | 52    | 63    | 87    | 52      | 96      | 445   |
| 100108   | Mon ika mis hra     | 96    | 85    | 86    | 84    | 45    | 63    | 45      | 96      | 459   |
| 100109   | Tommy singh         | 75    | 63    | 54    | 63    | 61    | 98    | 54      | 98      | 414   |
| 100110   | p.rakesh            | 63    | 52    | 96    | 87    | 78    | 45    | 45      | 96      | 421   |

Microsoft Excel

All done. We made 1 replacements.

OK

5. Combine the Roll Numbers and Names. Use formulas. The end result should look like below.  
100101Rohan

Ans:-

Times New Roman 14

Font

Alignment

Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Cells

3

=B3&C3

| Roll No. | Name of the student | Sub-1 | Sub-2 | Sub-3 | Sub-4 | Sub-5 | Sub-6 | Minimum | Maximum | TOTAL | Number & Name          |
|----------|---------------------|-------|-------|-------|-------|-------|-------|---------|---------|-------|------------------------|
| 100101   | Rohan               | 72    | 55    | 52    | 69    | 95    | 32    | 32      | 95      | 375   | 100101 Rohan           |
| 100102   | Mo han              | 65    | 51    | 63    | 85    | 71    | 69    | 51      | 85      | 404   | 100102 Mo han          |
| 100103   | Ravi meheta         | 72    | 56    | 78    | 85    | 47    | 68    | 47      | 85      | 406   | 100103 Ravi meheta     |
| 100104   | Ruby tondon         | 68    | 71    | 85    | 84    | 78    | 60    | 60      | 85      | 446   | 100104 Ruby tondon     |
| 100105   | Radhika gupta       | 80    | 78    | 58    | 65    | 68    | 45    | 45      | 80      | 394   | 100105 Radhika gupta   |
| 100106   | Rocky               | 61    | 78    | 45    | 62    | 75    | 64    | 45      | 78      | 385   | 100106 Rocky           |
| 100107   | David               | 78    | 69    | 96    | 52    | 63    | 87    | 52      | 96      | 445   | 100107 David           |
| 100108   | Mon ika mis hra     | 96    | 85    | 86    | 84    | 45    | 63    | 45      | 96      | 459   | 100108 Mon ika mis hra |
| 100109   | Tommy singh         | 75    | 63    | 54    | 63    | 61    | 98    | 54      | 98      | 414   | 100109 Tommy singh     |
| 100110   | p.rakesh            | 63    | 52    | 96    | 87    | 78    | 45    | 45      | 96      | 421   | 100110 p.rakesh        |

6. As you can see that some names have spacing issues. Use Formulas to correct that spacing. Also ensure that the names and surnames start with a capital letter

| Roll No. | Name of the student | Sub-1 | Sub-2 | Sub-3 | Sub-4 | Sub-5 | Sub-6 | Revised Name removing Space | Final Name with Name and Last name Capital |
|----------|---------------------|-------|-------|-------|-------|-------|-------|-----------------------------|--|
| 100101   | Rohan               | 72    | 55    | 52    | 69    | 95    | 32    | =SUBSTITUTE(C3,"","")       | =PROPER(J3)                                |
| 100102   | Mo han              | 65    | 51    | 63    | 85    | 71    | 69    | =SUBSTITUTE(C4,"","")       | =PROPER(J4)                                |
| 100103   | Ravi mehta          | 72    | 56    | 78    | 85    | 47    | 68    | =SUBSTITUTE(C5,"","")       | =PROPER(J5)                                |
| 100104   | Ruby tondon         | 68    | 71    | 85    | 84    | 78    | 60    | =SUBSTITUTE(C6,"","")       | =PROPER(J6)                                |
| 100105   | Radhika gupta       | 80    | 78    | 58    | 65    | 68    | 45    | =SUBSTITUTE(C7,"","")       | =PROPER(J7)                                |
| 100106   | Rocky               | 61    | 78    | 45    | 62    | 75    | 64    | =SUBSTITUTE(C8,"","")       | =PROPER(J8)                                |
| 100107   | David               | 78    | 69    | 96    | 52    | 63    | 87    | =SUBSTITUTE(C9,"","")       | =PROPER(J9)                                |
| 100108   | Monika mishra       | 96    | 85    | 86    | 84    | 45    | 63    | =SUBSTITUTE(C10,"","")      | =PROPER(J10)                               |
| 100109   | Tommy singh         | 75    | 63    | 54    | 63    | 61    | 98    | =SUBSTITUTE(C11,"","")      | =PROPER(J11)                               |
| 100110   | p.rakesh            | 63    | 52    | 96    | 87    | 78    | 45    | =SUBSTITUTE(C12,"p","")     | =PROPER(J12)                               |

| Roll No. | Name of the student | Sub-1 | Sub-2 | Sub-3 | Sub-4 | Sub-5 | Sub-6 | Revised Name removing Space | Final Name with Name and Last name Capital |
|----------|---------------------|-------|-------|-------|-------|-------|-------|-----------------------------|--|
| 100101   | Rohan               | 72    | 55    | 52    | 69    | 95    | 32    | Rohan                       | Rohan                                      |
| 100102   | Mo han              | 65    | 51    | 63    | 85    | 71    | 69    | Mohan                       | Mohan                                      |
| 100103   | Ravi mehta          | 72    | 56    | 78    | 85    | 47    | 68    | Ravi mehta                  | Ravi Meheta                                |
| 100104   | Ruby tondon         | 68    | 71    | 85    | 84    | 78    | 60    | Ruby tondon                 | Ruby Tondon                                |
| 100105   | Radhika gupta       | 80    | 78    | 58    | 65    | 68    | 45    | Radhika gupta               | Radhika Gupta                              |
| 100106   | Rocky               | 61    | 78    | 45    | 62    | 75    | 64    | Rocky                       | Rocky                                      |
| 100107   | David               | 78    | 69    | 96    | 52    | 63    | 87    | David                       | David                                      |
| 100108   | Monika mishra       | 96    | 85    | 86    | 84    | 45    | 63    | Monikamishra                | Monikamishra                               |
| 100109   | Tommy singh         | 75    | 63    | 54    | 63    | 61    | 98    | Tommy singh                 | Tommy Singh                                |
| 100110   | p.rakesh            | 63    | 52    | 96    | 87    | 78    | 45    | rakesh                      | Rakesh                                     |