# ISMT College

## Tilottama – 2, Rupandehi

### Spreadsheet (Lab 1)

**Objective**

- To introduce Spreadsheet and to develop and improve the understanding of working with spreadsheet.
- To indicate the name and functions of the Spreadsheet interface components, enter and edit data, format data and cells, construct formulas, including the use of built-in functions, and relative and absolute references, create and modify charts, preview and print worksheets.

**Required Software**

This lab exercise should be completed using PCs.

- Computer that have Microsoft Window as Operating System and Microsoft Excel 2007 and beyond as application Software.

**Relevant Resources**

Student should read and refer to the text book while completing these exercises.

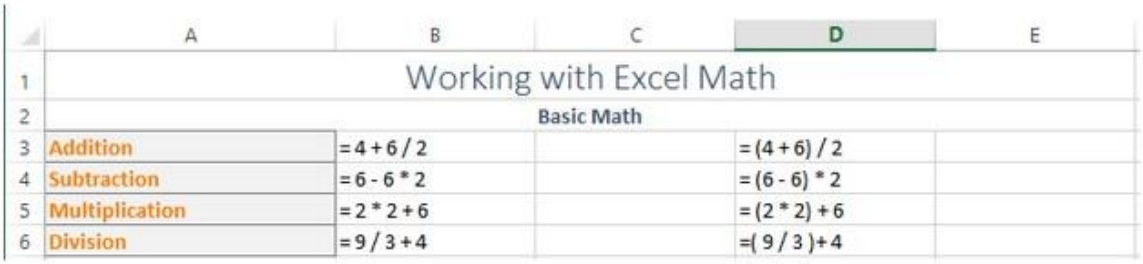
**Task**

Complete the following task using Microsoft Excel.

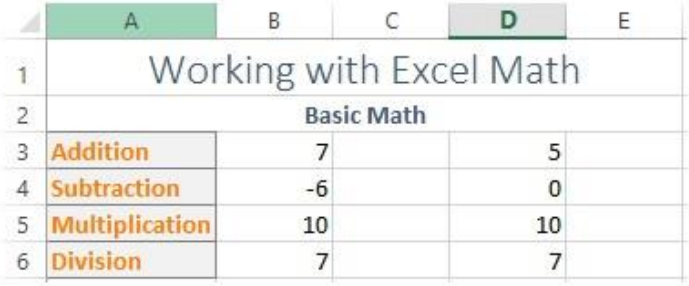
1. Create a Blank workbook.
2. Save the Workbook as ExcelLabOne.xlsx in Document > MSExcelLabs folder.
3. Type “Working with Excel Math” in cell A1.
4. Merge and center the text in the cell A1 to the range A1:E1.
5. Apply Title style to the range A1:E1.
6. Type Addition in cell A2.
7. Type Subtraction in cell A3.
8. Type Multiplication in cell A4
9. Type Division in cell A5
10. Auto-fit in the contents in column A.
11. Insert a row above row 2.
12. Type “Basic Math” in cell A2.
13. Merge and Center the text in cell A2 to the range A2:E2.
14. Apply Heading 4 to the range A2:E2.
15. Apply the Calculation style to the range A3:A6.
16. Type = 4 + 6 / 2 in cell B3 then type = (4 + 6) / 2 in cell D3.
17. Type = 6 – 6 * 2 in cell B4 then type = (6 - 6) * 2 in cell D4.
18. Type = 2 * 2 + 6 in cell B5 then type = (2 * 2) + 6 in cell D5.
19. Type = 9 / 3 + 4 in cell B6 then type = (9 / 3) + 4 in cell D6.

20. Press Ctrl + ~ then press Ctrl + ~ again.
21. Save and submit ExcelLabOne.xlsx to your instructor.

**The Sample solution is given below**



| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Working with Excel Math | | | | |
| 2 | Basic Math | | | | |
| 3 | Addition | =4+6/2 | | =(4+6)/2 | |
| 4 | Subtraction | =6-6*2 | | =(6-6)*2 | |
| 5 | Multiplication | =2*2+6 | | =(2*2)+6 | |
| 6 | Division | =9/3+4 | | =(9/3)+4 | |



| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Working with Excel Math | | | | |
| 2 | Basic Math | | | | |
| 3 | Addition | 7 | | 5 | |
| 4 | Subtraction | -6 | | 0 | |
| 5 | Multiplication | 10 | | 10 | |
| 6 | Division | 7 | | 7 | |