

Excel Practice: Ledger Sheet and Marksheet

1. Enter Data in Excel:

Open a new workbook in Microsoft Excel.

Starting from cell A1, enter the following data:

RegID	Nepali	English	Math	Social Studies	Science	Population & Environment	Computer
00409	73.7	79.6	54.1	68.8	71.8	41.9	36.5
00410	68.3	50.5	41.2	40.6	41.3	29.5	32.4
00416	21.2	17.4	8.8	7.1	13.6	9.8	8.5

(Enter more student data as needed)

2. Conditional Formatting:

a. Highlight failing marks:

- Select the marks range (e.g., B2:H15).
- Go to the Home tab.
- Click Conditional Formatting > Highlight Cell Rules > Less Than...
- Enter "35" and choose Red Fill to highlight failing marks.

b. Fail Remark Background Color:

- Select the "Remark" column (assume this is column I).

- Go to Conditional Formatting > New Rule > Use a formula to determine which cells to format.
- Enter the formula:
`=IF(MIN(B2:H2)<35, TRUE, FALSE)`
- Choose SkyBlue fill color.

3. Division Calculation:

- a. Create a formula to calculate division based on marks.

In cell J2 (or another column for total marks), enter the following formula:

```
=IF(AND(I2>=520, I2<=650), "1st Div With Dist.",  
    IF(AND(I2>=390, I2<520), "1st Division",  
        IF(AND(I2>=325, I2<390), "2nd Division",  
            IF(AND(I2>=208, I2<325), "3rd Division", "No Division"))))
```

4. Using VLOOKUP to Extract Data:

- a. To fetch marks based on RegID using VLOOKUP:

- For Nepali marks in the mark sheet, use:
`=VLOOKUP(00409, A2:H15, 2, FALSE)`

- b. Repeat for all subjects.

5. Calculating Total and Percentage:

- a. Formula for Total Marks:

```
=SUM(B2:H2)
```

b. Formula for Percentage:

$$=(I2/650)*100$$

6. Ranking the Students:

a. To rank the students, use the following formula in cell K2:

$$=RANK(I2, I\$2:I\$15, 0)$$

7. Marksheet Formatting:

- a. Add headings like "Full Marks", "Pass Marks", "Obtained Marks" to the top of the marksheet.
- b. Use Merge & Center to create clean headings.
- c. Add borders and adjust column widths for a neat appearance.