**Lab no. 6**

**WORKSHEET CREATION AND FUNCTION DESIGN**

**Task 1:** Create a worksheet in excel and perform different functional operations.

**SAMPLE WORK:** CREATE A WORKSHEET AND MAKE GRADE SHEET FROM RESULT.

**PROCEDURES TO CREATE A STUDENT RESULT SHEET:**

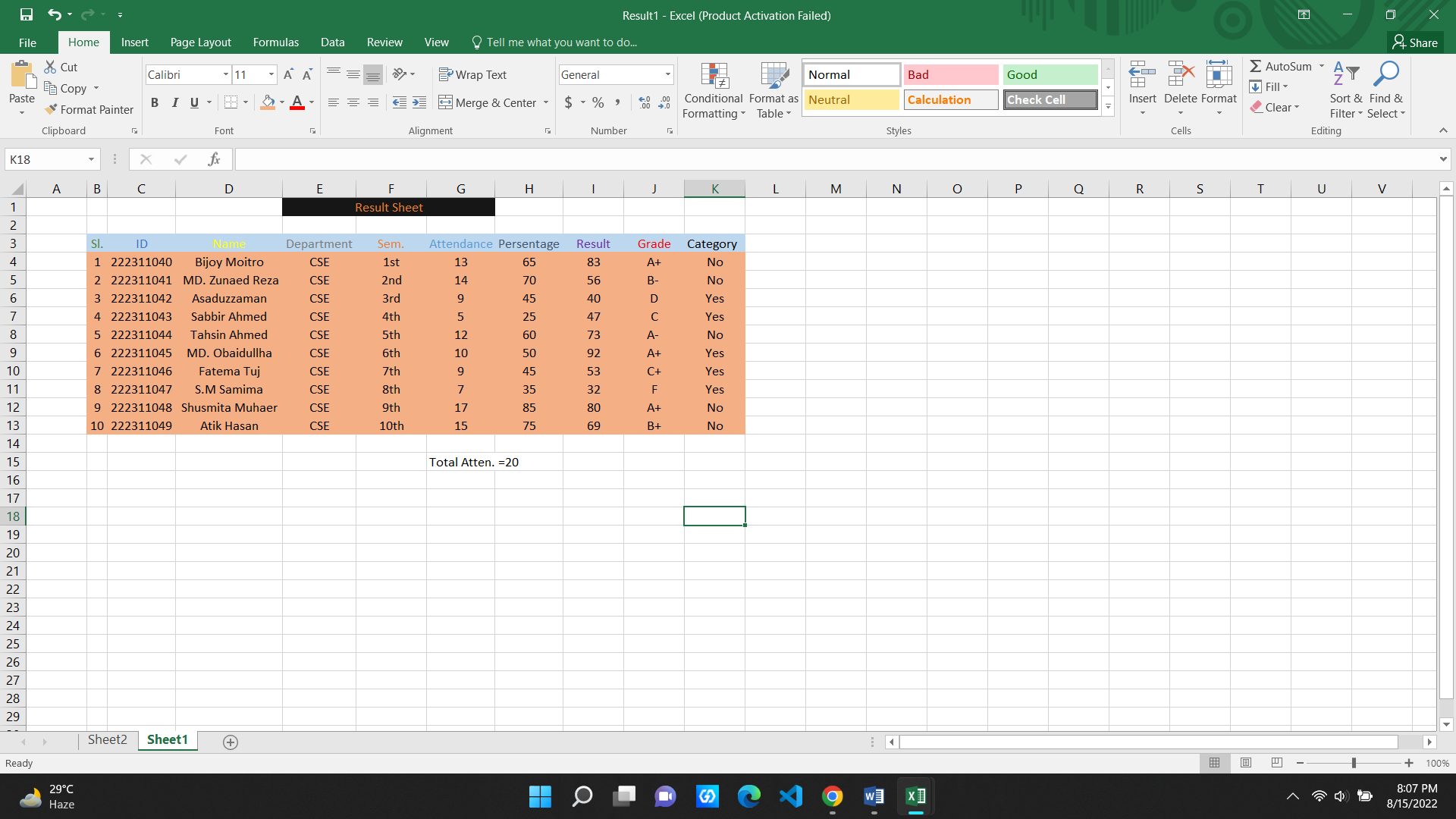
1. Open MS Office 2018 -MS Excel – File – New
2. Select few column and few rows at the center of the beginning- right Click- Format cells - click select the alignment tab- tick Merge cells option- ok-Type the Heading.
3. Enter the column Headings. Enter the data of following columns manually Sl., ID, Name, Dept., Semester, Attendance, Percentage, Result, Grade .
4. Enter the following formula to calculate the respective values.

Percentage =H4\*100/20

Grade = =IF(I4>=80,"A+",IF(I4>=75,"A",IF(I4>=70,"A- ",IF(I4>=65,"B+",IF(I4>=60,"B",IF(I4>=55,"B- ",IF(I4>=50,"C+",IF(I4>=45,"C",IF(I4>=40,"D","F")))))))))

Category =IF(G4<=10,”Yes”,”No”)

1. After Writing each formula select the cell and drag to the entire column to apply.

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