ST. XAVIER'S COLLEGE

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LAB/WRITTEN ASSIGNMENT NUMBER: 03

"APPLICATION PACKAGE REVISION ASSIGNMENT"

Submitted By	Submitted To	Signature
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Submission Date: 11th November, 2024

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A. Tasks

1. Marksheet in Microsoft Excel

a) Worksheet 1: Ten students mark details

	A	B	C	D	E	F	G	H	I	J	K
1	Roll No.	Name	Physics	Chemistry	Computer	English	Maths	Nepali	Total	Percentage	
2	1	John Doe	85	69	59	69	65	49	396	66	
3	2	Jane Smith	90	90	67	90	62	90	489	81.5	
4	3	Alice Brown	91	96	61	96	90	85	519	86.5	
5	4	Bob Johnson	91	88	49	88	92	90	498	83	
6	5	Charlie Davis	78	55	90	55	84	91	453	75.5	
7	6	Emily Clark	65	59	85	59	80	90	438	73	
8	7	David Wilson	69	67	90	67	90	91	474	79	
9	8	Sarah Miller	90	61	91	61	92	91	486	81	
10	9	Michael Lee	96	49	91	49	84	78	447	74.5	
11	10	Laura White	88	90	78	90	60	65	471	78.5	
12											

b) Worksheet 2: Using VLOOKUP

B14   *fx*   =VLOOKUP(A14,A1:J11,9,FALSE)

	A	B	C	D	E	F	G	H	I	J
1	Roll No.	Name	Physics	Chemistry	Computer	English	Maths	Nepali	Total	Percentage
2	1	John Doe	85	69	59	69	65	49	396	66
3	2	Jane Smith	90	90	67	90	62	90	489	81.5
4	3	Alice Brown	91	96	61	96	90	85	519	86.5
5	4	Bob Johnson	91	88	49	88	92	90	498	83
6	5	Charlie Davis	78	55	90	55	84	91	453	75.5
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9	8	Sarah Miller	90	61	91	61	92	91	486	81
10	9	Michael Lee	96	49	91	49	84	78	447	74.5
11	10	Laura White	88	90	78	90	60	65	471	78.5
12										
13	Roll No.	Total								
14	1	396								
15	2	489								
16	3	519								
17	4	498								
18	5	453								

2. Bar Diagram as per grades

	A	B	C	D	E	F	G	H	I	J	K
1	Roll No.	Name	Physics	Chemistry	Computer	English	Maths	Nepali	Total	Percentage	Grades
2	1	John Doe	85	69	59	69	65	49	396	66	B
3	2	Jane Smith	90	90	67	90	62	90	489	81.5	A
4	3	Alice Brown	91	96	61	96	90	85	519	86.5	A
5	4	Bob Johnson	91	88	49	88	92	90	498	83	A
6	5	Charlie Davis	78	55	90	55	84	91	453	75.5	B+
7	6	Emily Clark	65	59	85	59	80	90	438	73	B+
8	7	David Wilson	69	67	90	67	90	91	474	79	B+
9	8	Sarah Miller	90	61	91	61	92	91	486	81	A
10	9	Michael Lee	96	49	91	49	84	78	447	74.5	B+
11	10	Laura White	88	90	78	90	60	65	471	78.5	B+
12											
13	Roll No.	Total									
14	1	396									
15	2	489									
16	3	519									
17	4	498									
18	5	453									
19											
20											
21											
22											
23											
24											

Chart Title

3. String Functions

Text	UPPER	LOWER	PROPER	TRIM	RIGHT(3)	LEFT(4)	MID(5,3)	LEN	LENB
" HeLlO WoRl	" HELLO WO	" hello world "	" Hello World "	" HeLlO WoRl	"	" He	LIO	16	16

Product	Price	Quantity	Total Price
Apple	1.5	10	15
Banana	0.75	20	15
Orange	1.25	15	18.75
Apple	1.5	12	18
Banana	0.75	18	13.5
Orange	1.25	22	27.5
Total			107.75
Average Price			1.166666667
Count of Products			6
Total Quantity of Apples			22
Average Price of Oranges			1.25

UPPER: Converts the text to uppercase.
LOWER: Converts the text to lowercase.
PROPER: Capitalizes the first letter of each word.
TRIM: Removes extra spaces from the text.
RIGHT(3): Extracts the last 3 characters.
LEFT(4): Extracts the first 4 characters.
MID(5,3): Extracts 3 characters starting from the 5th position.
LEN: Counts the number of characters.
LENB: Counts the number of bytes.
SUMIF: Sums values in a range based on a given criteria.
COUNTIF: Counts the number of cells in a range that meet a given criterion.

AVERAGEIF: Calculates the average of cells in a range based on a given criterion.
COUNT: Counts the number of cells in a range that contain numbers.
COUNTA: Counts the number of cells in a range that are not empty.

4. Microsoft PowerPoint

A Slide Master is a template that defines the overall design of a PowerPoint presentation. It controls the background, layout, color scheme, and font scheme of all slides. By creating a Slide Master, you can ensure consistency throughout your presentation. You can modify the Slide Master to change the design elements of all slides at once, saving time and effort. Using Slide Masters can enhance the visual appeal and professionalism of your presentations.

5. Notes and Comments in MS PowerPoint

Notes and comments in Microsoft PowerPoint significantly enhance the presentation creation and collaboration process. Notes provide a space for speakers to jot down key points, statistics, or scripts to guide their presentation. This ensures a smooth delivery and helps maintain focus on the core message. Comments, on the other hand, facilitate collaborative feedback and revision. Team members can add comments directly to specific slides, suggesting improvements, asking questions, or providing suggestions. This fosters effective communication and ensures a high-quality final presentation.

B. Conclusion

By the completion of this project work, we recalled so many important skills about Microsoft Excel. We recalled to assign functions to different rows and columns and use it as per our convenience. We also recalled to express the given set of data in bar diagrams and other forms of expression. This has greatly enhanced our computing skills.