EXPERIMENT 1

Getting started with Excel: Creating spreadsheets insertion of rows and columns, drags and fill use of aggregate function.

(a)Creating spreadsheets:

(1)Open Excel:

Launch Microsoft Excel on your computer

(2)New spreadsheet:

Click on “file” and then “New” to create a new spreadsheet. You can also use a template if you prefer

(3)Enter Data:

Click on a cell and start typing to enter data. Press Enter or Tab to move to the next cell.

(b) Inserting Rows and Columns:

(1)Insert Row:

Right click on a row number and select “Insert”. This adds a new row above the selected row.

(2)Insert Column:

Right click on a column letter and choose “Insert”. This adds a new column to the left of the selected column.

(3)Shortcut keys:

Use ctrl++ (plus key) to insert rows or columns.

(c)Drag and fill:

(1)Use Auto fill handle:

Enter data in a cell. Then hover over the bottom right corner of the cell or cell range until you see a small square (the fill handle)

(2)Drag to fill:

Click and drag the fill handle across or down the cells where you want to replicate or extend the data.

(3)Auto-complete series:

Excel can auto-complete a series like dates, numbers and even some custom lists

(d)Using Aggregate function:

(1)Basic functions:

Familiarize yourself with function like SUM, AVERAGE, MIN, MAX, COUNT.

(2)Formula Bar;

To use a function, click on a cell and type in the formula bar.

For example: =SUM(A1:A2) adds up the values from A1 to A10.

(3)Function wizard:

Use the Insert function wizard for more complex function. You can search for functions and get step-by-step guidance on how to use them.

Create worksheet on student information:-sheet should contain student name, USN,marks obtained in different subjects , total count of students, Use appropriate formulas to calculate the above scenario

[1]:Total marks=SUM(D2+E2+F2)

[2]:Average=AVERAGE(89,75,90)

[3]

EXPERIMENT 2

WORKING WITH DATA

Importing data , data entry and manipulation, sorting and filtering.

* Importing Data into Excel
* From Excel text files: GO to Data>Get external data from text. Browse for your text file and follow the import wizard to import the data into Excel.
* From other source: Excel allows importing from various source like other Excel files, databases, wed pages etc. Use Data>get External data and select.
* Copy-paste method: You can also copy data from other source and paste it directly into an Excel spreadsheet.
* Data entry and manipulation
* Data entry: Click on a cell and start typing to enter data. Use tab to move horizontally and enter to move vertically after entering data in a cell.
* Fill handle: Use the fill handle to drag and replicate data or to fill a series.
* Formulas: Use formulas for calculations and data manipulation start formulas

With an equal sign(=) followed by your calculation.

* Flash fill: Excel’s Flash fill feature can automatically fill in data based on a patter you provide.
* Sorting Data:
* Basic sorting: