### EXPERIMENT- 1

Getting started with Excel:

Creation of spread sheets, Insertion of rows and columns

Fill use of aggregate functions:

[1] Creating spread sheet:-

a) Open Excel: Lunch Microsoft Excel on your computer

b) New spread sheet: Click on “File” and then “New” to create a new spreadsheet ,you can use a tamplet if you prefer

[2] Inserting Rows and Columns:-

a) Insert Row: Right-click on the row number and select “Insert” then add a new row above the selected row

b) Insert Column: Right-click on a column letter and choose “Insert” then add a new column to the Left of the selected column

C) Short keys: Alternatively use Ctrl++(plus key) to insert

[3] Drag and Fill:-

a) Use Auto-fill Handle: Enter data in a cell or a series of cells then have over the button right corner of the cell or cell range until you see a small square (the fill handle)

b) Drag to Fill: Click and drag the fill handle across or down the cell where you wants to replicate or extend

c) Auto-Complete Series: Excel an auto-complete a series like data, number and even some custom list

4) Using Aggregate Function:-

a) Basic Function: Familiarize yourself with function like SUM, AVERAGE, MIN, MAX, COUNT

b) Formula Bar: To use a function click on a cell and type in the formula bar for example, =SUM(A1:A10) adds up the value from A1 to A2

c) Function Wizard: use the “Insert Function” wizard for more. Complex functions you can search for functions and get step-by-step guidance on how to use them

## EXPERIMENT-2

Create worksheet on student information:-