



COMSATS University Islamabad

Applications of Information and Communication Technologies

Lab No. 03

Introduction to MS Excel

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PART 01:

The Sales Invoice:

Objective:

The main objective of this lab is to understand the use of MS Excel. so that we became able to create MS Excel document.

Equipment:

The following equipment are used

- MS Excel
- MS Word

Steps to Complete the Sales Invoice:

Following are the steps that we follow to Complete the Sales Invoice:

0. List **at least 4 items** with their corresponding quantities, list prices, and discounts.
1. Calculate **the discounted price** (List Price - Discount) for each item and fill in the "Your Price" column.
2. Calculate **the total** price for each item by multiplying "Your Price" by the "Quantity."
3. Add up all the totals to get the **Subtotal**.
4. Calculate **General Sales Tax (GST)** at 17% of the Subtotal.
5. Amount **Due** will be the Subtotal plus GST.

Formulas:

1. $\text{Your Price} = \text{List Price} - \text{Discount}$
2. $\text{Total} = \text{Your Price} \times \text{Quantity}$
3. $\text{Subtotal} = \text{Sum of all Totals}$
4. $\text{GST} = \text{Subtotal} \times 0.17$
5. $\text{Amount Due} = \text{Subtotal} + \text{GST}$

Excel Work:

	A	B	C	D	E	F
1	Item	Quantity	List Price	Discount	Your Price	Total
2	Lays	10	9	0.5	8.5	85
3	KitKat	5	15	1.5	13.5	67.5
4	Pepsi	8	12	1	11	88
5	Oreo	12	10	1.2	8.8	105.6
6	Doritos	6	20	2	18	108
7	Subtotal					454.1\$
8	G. Sales Tax (17%)					77.197\$
9	Amount Due					531.297\$

Lab Task 3:

Class Make-up:

Objective:

- To create a pie chart showing the distribution of students by year in school.
- To create a pie chart representing the gender distribution in the class.
- To calculate the percentage of students who completed the homework and represent it as a pie chart

3. Procedure:

Step 1: Collect and organize data for the class make-up:

- **Number of students by year:**
 - Freshmen: 10
 - Sophomores: 8
 - Juniors: 4
 - Seniors: 1
 - Did not respond: 5

- **Gender distribution:**

- Men: 11
- Women: 17

- **Homework completion:**

- Completed homework: 23 students
- Did not complete homework: 5 students

Step 2:

Create pie charts for each category.

Step 3:

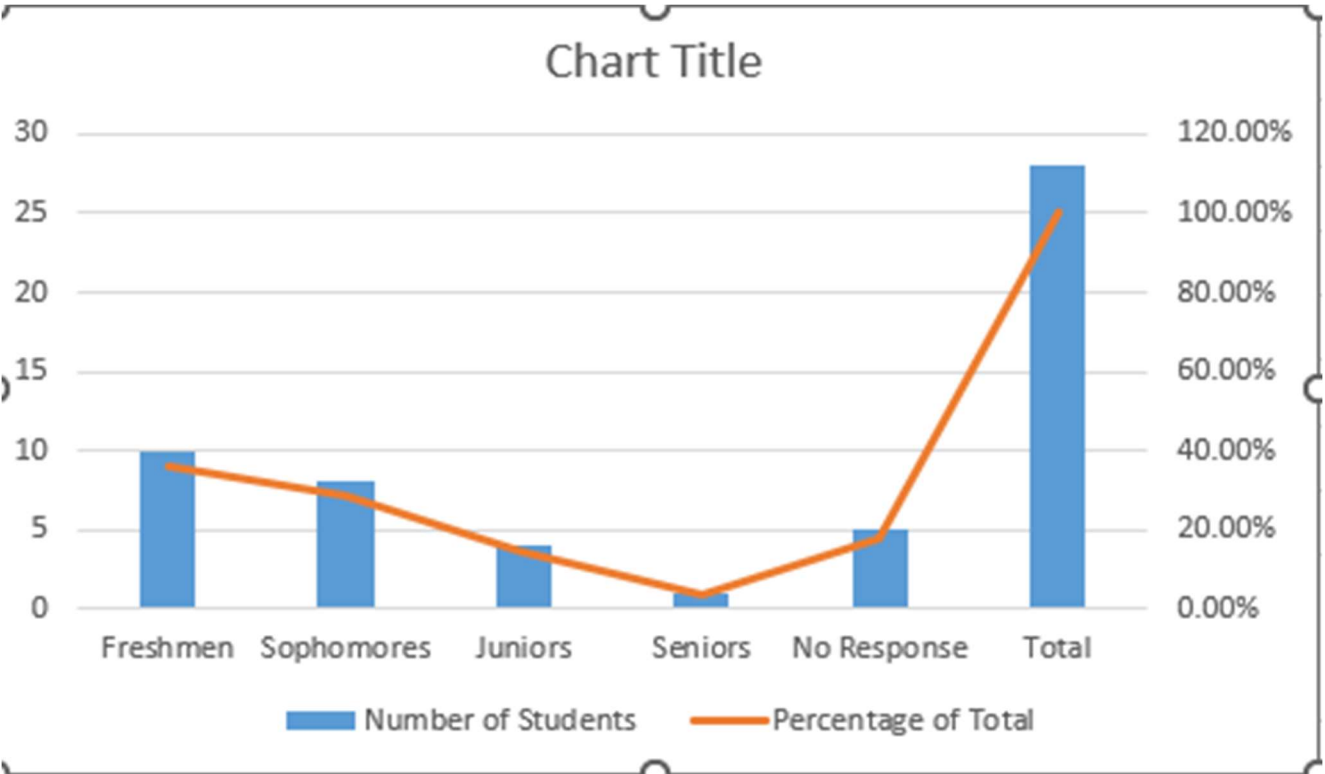
Calculate the percentage of students who completed the homework.

Excel Work:

Class Composition by Year:

	A	B	C
1	Year	Number of Students	Percentage of Total
2	Freshmen	10	35.71%
3	Sophomores	8	28.57%
4	Juniors	4	14.29%
5	Seniors	1	3.57%
6	No Response	5	17.86%
7	Total	28	100%
8			

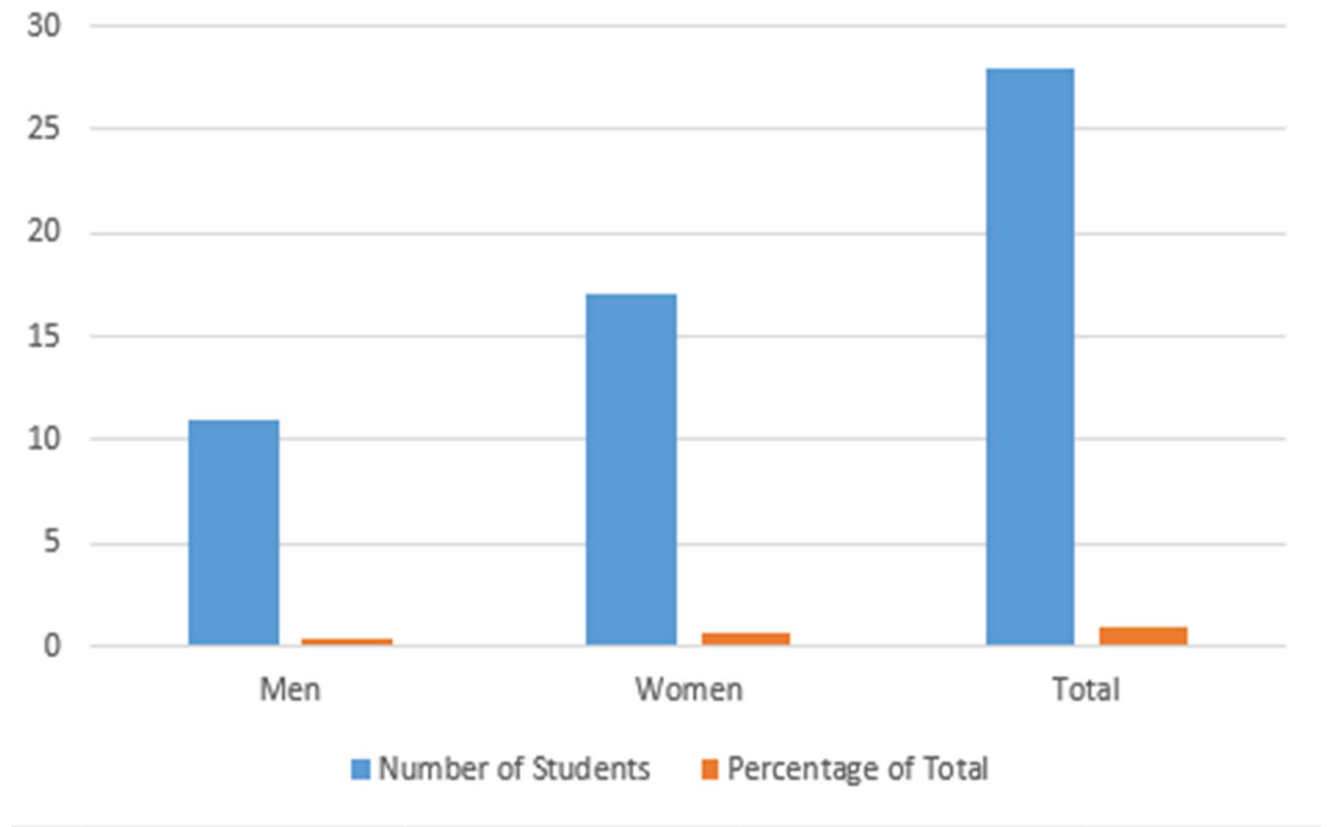
Pie Chart:



Gender Distribution:

	A	B	C
	Gender	Number of Students	Percentage of Total
2	Men	11	39.29%
3	Women	17	60.71%
4	Total	28	100%
5			
6			

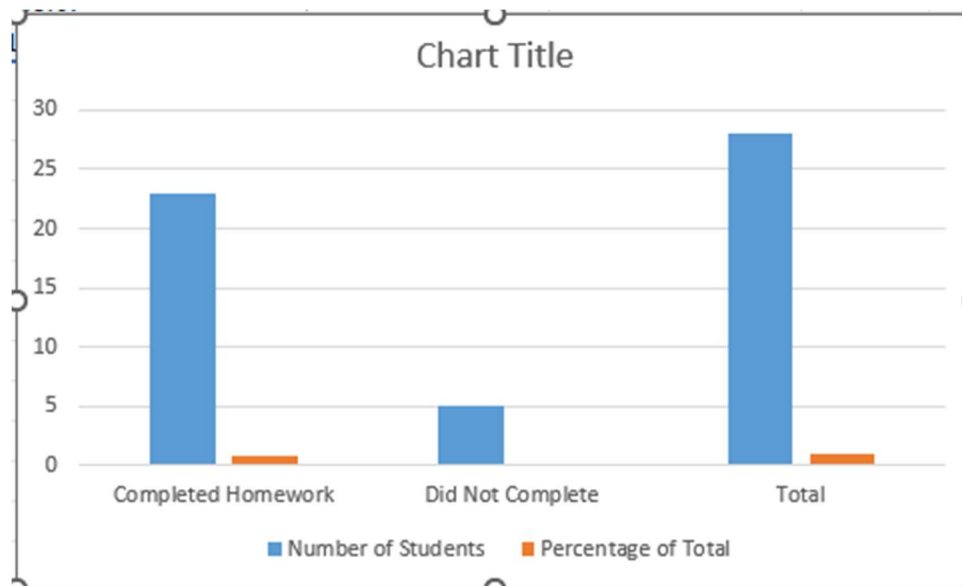
Pie Chart:



Homework Completion:

	A	B	C
1	Homework Status	Number of Students	Percentage of Total
2	Completed Homework	23	82.14%
3	Did Not Complete	5	17.86%
4	Total	28	100%
5			

Pie Chart:



LAB Task 4:

Vacation Budget:

Destination:

I would like to go to Paris. It is a vibrant city known for its rich history, stunning architecture, and world-renowned museums

Activities:

While in **Paris**, I would love to:

- Visit the **Eiffel Tower** and enjoy the panoramic view of the city.
- Take a tour of the **Louvre Museum** to see the famous **Mona Lisa**.
- Walk along the **Champs-Élysées** and explore its luxurious shops.
- Spend an evening at a **Parisian café** for an authentic French dining experience.
- Enjoy a **boat tour** along the **Seine River** to witness the beauty of the city at night.
- Shop at local **fashion boutiques** and bring home some souvenirs.

Proposed Budget:

The total estimated budget for this vacation is 3,000\$. This will cover transportation, accommodations, food, activities, and a 10% contingency plan for emergencies.

Excel Work Sheet:

	A	B	C
1	Category	Details	Cost (USD)
2	Transportation	Airfare, Car Rental, Local Transport	\$600
3	Accommodation	Hotel for 5 nights	\$800
4	Food	Meals for 5 days	\$250
5	Sightseeing	Tours and tickets	\$100
6	Shopping	Souvenirs and clothes	\$200
7	Other Activities	Boat ride, local events	\$150
8	Contingency (10%)	Emergency fund	\$210
9	Total Estimated Budget		\$2,310

Conclusion:

These lab tasks collectively emphasized the importance of accuracy, organization, and the use of tools like spreadsheets and charts in managing financial and statistical information. They have equipped me with essential skills that are highly relevant in both business and everyday life, enhancing my ability to handle real-world scenarios with efficiency and clarity.