Lab 7 Assignment

Objective: Create a structured student attendance sheet with at least 10 entries. Format it neatly and apply sorting and filtering to demonstrate learned concepts.

Instructions:

1. Open a new Excel workbook and create an attendance table.

2. Enter student names, roll numbers, and attendance status (Present/Absent).

3. Apply table formatting and use sorting to organize the list.

4. Use filtering to display only absent students.

5. Save the workbook and submit as per instructor guidelines.

_____

Solutions

Roll number	Name	Attendence
101	Ali	Absent
102	Ahmed	Persent
103	Bisma	Absent
104	Bushra	Present
105	Daniya	Present
106	Sahar	Present
107	Samir	Present
108	Tayyba	Present
109	Usama	Present
110	Waniya	Present

Lab 7

AL-Kawthar University

Objective: Create a structured student attendance sheet with at least 10 entries. Format it neatly and apply sorting and filtering to demonstrate learned concepts.