

Lab 9 Activity 1 – Setting Up a Marks Sheet

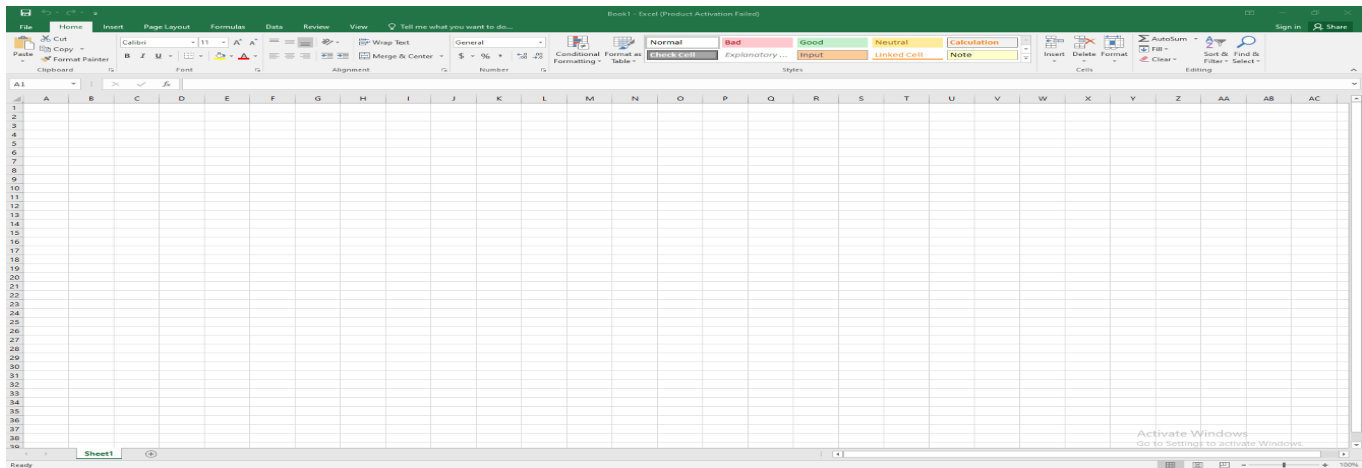
Objective - Organize student marks data in a structured table.

1. Open a new Excel workbook.
2. Define column headers: Roll Number, Name, Subject 1, Subject 2, Subject 3, Subject 4, Subject 5, Total, Percentage, Grade.
3. Enter sample student data, ensuring each subject has a maximum of 40 marks.
4. Save the workbook.

Solutions:

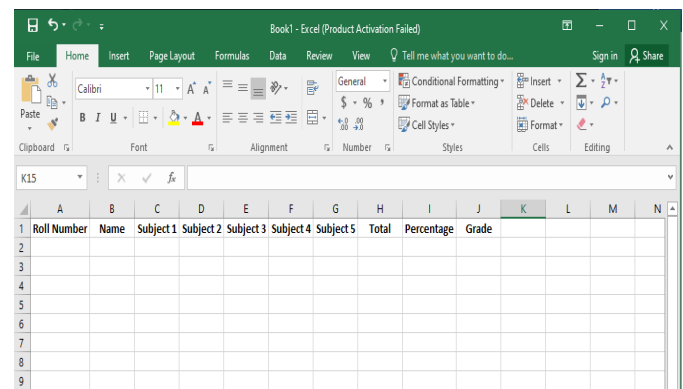
Task 1:

New Excel Workbook:

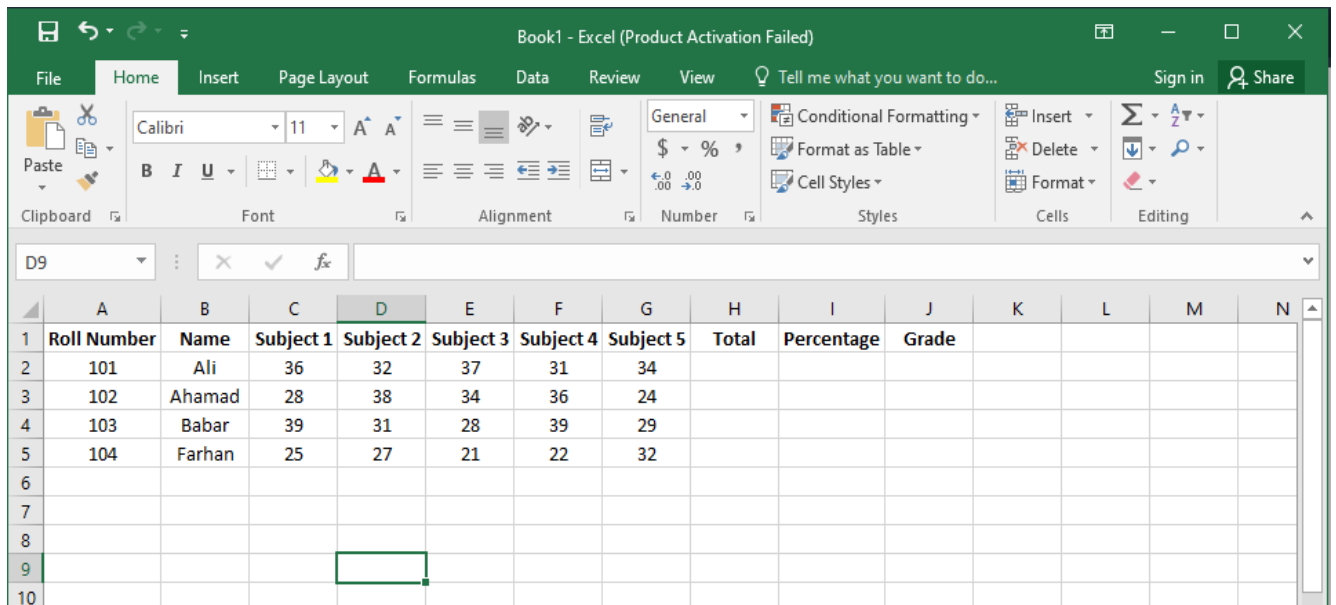


Task 2:

- ✓ Click on **Cell A1** and type: **Roll Number**
- ✓ Click on **Cell B1** and type: **Name**
- ✓ Click on **Cell C1** and type: **Subject 1**
- ✓ Click on **Cell D1** and type: **Subject 2**
- ✓ Click on **Cell E1** and type: **Subject 3**
- ✓ Click on **Cell F1** and type: **Subject 4**
- ✓ Click on **Cell G1** and type: **Subject 5**
- ✓ Click on **Cell H1** and type: **Total**
- ✓ Click on **Cell I1** and type: **Percentage**
- ✓ Click on **Cell J1** and type: **Grade**



Task 3:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34							
3	102	Ahamad	28	38	34	36	24							
4	103	Babar	39	31	28	39	29							
5	104	Farhan	25	27	21	22	32							
6														
7														
8														
9														
10														

Task 4:

- ✓ Click **File > Save As**.
- ✓ Choose a location and select **Excel Workbook (.xlsx)** format.
- ✓ Name it "**Student_Marks.xlsx**" and click **Save**.