Lab 9 Activity 2 - Calculating Total Marks and Percentage

Objective - Use formulas to calculate total marks and percentage automatically.

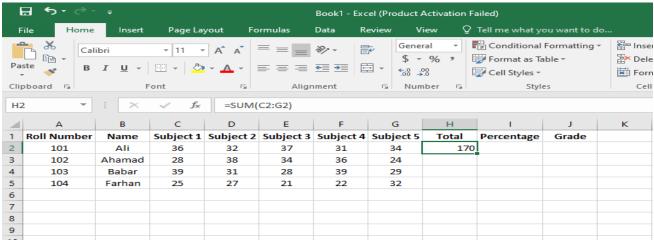
- 1. In the Total column, use =SUM(C2:G2) (assuming C2:G2 contains subject marks).
- 2. In the Percentage column, use =(H2/200)*100 (assuming H2 contains the total marks out of 200).
- 3. Use the fill handle to apply formulas to other rows.
- 4. Format percentage values to show up to two decimal places.
- 5. Save the file.

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Solutions:

Task 1:

- Click on Cell H2 (under the "Total" column).
- Enter the formula: "=SUM(C2:G2)"
- Press Enter.



Task 2:

- Click on Cell I2 (under the "Percentage" column).
- Enter the formula: "=(H2/200)*100"
- Press Enter

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1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Sub	ject 5	Total	Percentage	Grade	
2	101	Ali	36	32	37	31	3	34	170	85		
3	102	Ahamad	28	38	34	36	1	24				
4	103	Babar	39	31	28	39	1	29				
5	104	Farhan	25	27	21	22	3	32				
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Submitted by Muhammad Hashir Rafique (BSCS)

Task 3:

✓ Use the **fill handle** (a small square at the bottom-right of the cell) and **drag down** to apply the formula to other rows.

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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	170	85						
3	102	Ahamad	28	38	34	36	24	160	80						
4	103	Babar	39	31	28	39	29	166	83						
5	104	Farhan	25	27	21	22	32	127	63.5						
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<u>Task 4:</u>

- 1. Select all percentage values (e.g., I2 to I10).
- 2. Click Home > Number Format > More Number Formats.
- 3. Select Number, set Decimal places to 2, and click OK.

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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	170							4
4	102	Ahamad	28	38	34	36	24	160							4
4	103	Babar	39	31	28	39	29	166							4
1	104	Farhan	25	27	21	22	32	127	63.50						-1
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<u>Task 5:</u>

Click File > Save As.

Choose a location and select Excel Workbook (.xlsx) format.

Name the file "Student_Marks.xlsx" and click Save.