Lab 7 Activity 1 - Understanding the Excel Interface

Objective: Learn the essential components of MS Excel and basic cell operations.

1. Open MS Excel and create a new workbook.

2. Identify and explore the Ribbon, Formula Bar, Cells, Rows, and Columns.

3. Enter sample data into a few cells and experiment with resizing columns and rows.

4. Save the file with an appropriate name.

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Solutions:

Task 1:

- Open Microsoft Excel on your computer.
- Click on Blank Workbook to create a new spreadsheet.
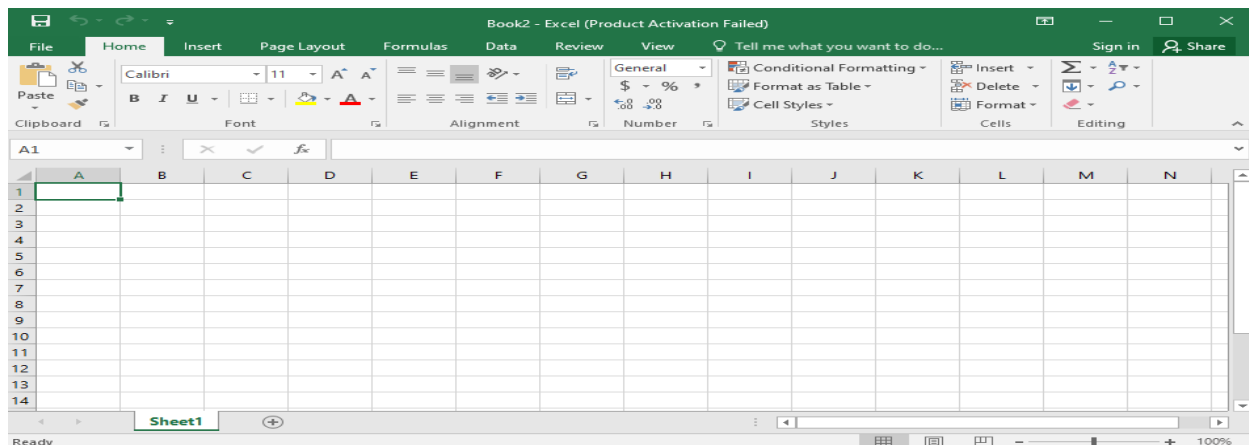
Task 2:

Familiarize yourself with the key components:

1. Ribbon – Located at the top, contains tabs like Home, Insert, Page Layout, Formulas, Data, Review, View.

2. Formula Bar – Found below the Ribbon, used to enter and edit data/formulas in a selected cell.

3. Cells – Small rectangular boxes where you enter data (e.g., A1, B2, C3).

4. Rows – Numbered (1, 2, 3 ...) along the left side.

5. Columns – Labeled with letters (A, B, C ...) at the top.

Task 3:

1. Click on Cell A1 and type: Name
2. Click on Cell B1 and type: Age
3. Click on Cell C1 and type: City
4. Move your cursor to the line between Column A & B (at the top).
5. Click and drag to widen or narrow the column.
6. **Similarly, adjust row height by dragging the line between two row numbers.**
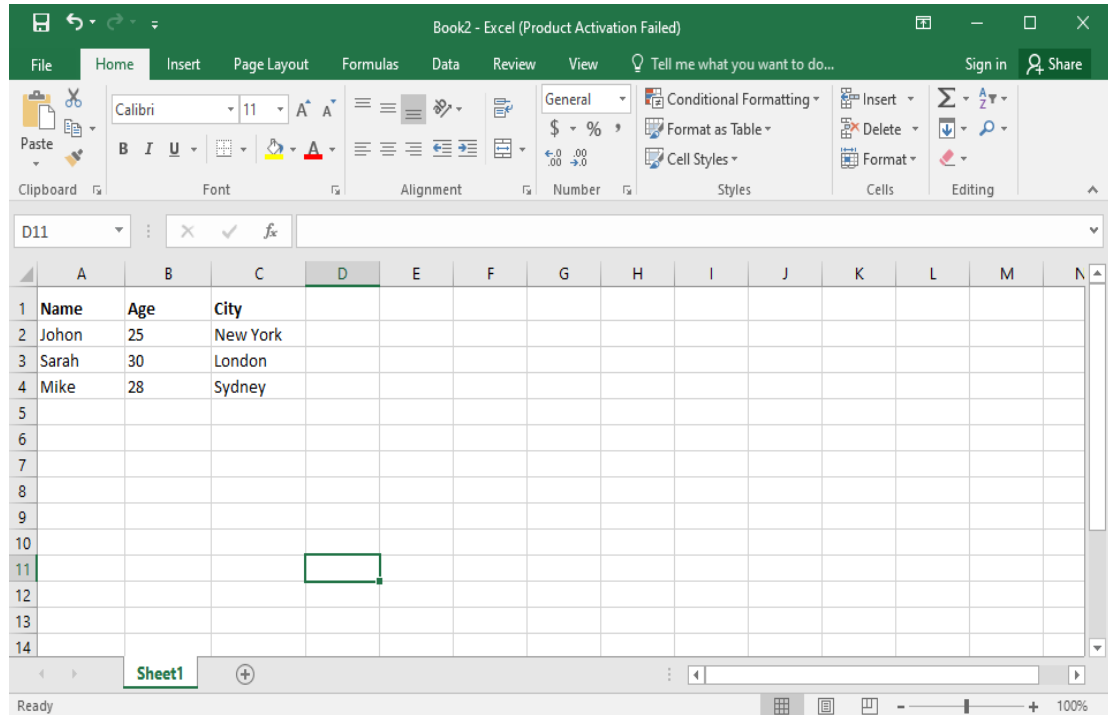
Task 4:

1. Click **File** > **Save As**.
2. Choose a location (e.g., **Documents** or **Desktop**).
3. Name the file, e.g., **Excel_Practice.xlsx**.
4. Click Save.

# Lab 7 Activity 2 - Creating and Formatting a Table

Objective: Learn to create and apply formatting to tables in Excel.

1. Enter sample student data, including names, roll numbers, and marks.

2. Highlight the data and click "Format as Table."

3. Apply a predefined table style and adjust column width.

4. Use bold, italic, and font color features to enhance readability.

5. Save and close the file.

Solutions:

Task 1:

- Open **Microsoft Excel** and create a new workbook.
- In **Cell A1**, type: Roll Number
- In **Cell B1**, type: Name
- In **Cell C1**, type: Marks
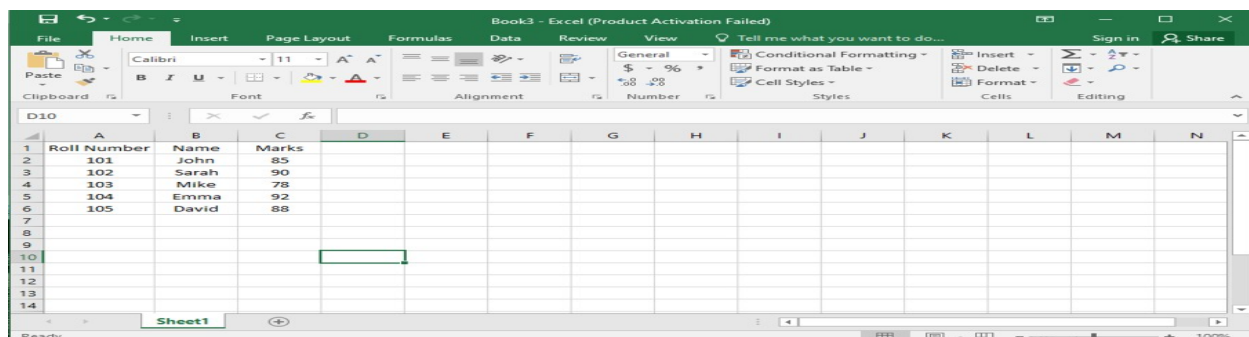
Task 2:

1. Select the entire data range, including headers (e.g., A1:C6).
2. Go to the Home tab.
3. Click on Format as Table in the Styles group.
4. Choose a predefined table style (e.g., blue, green, or any preferred style**).**
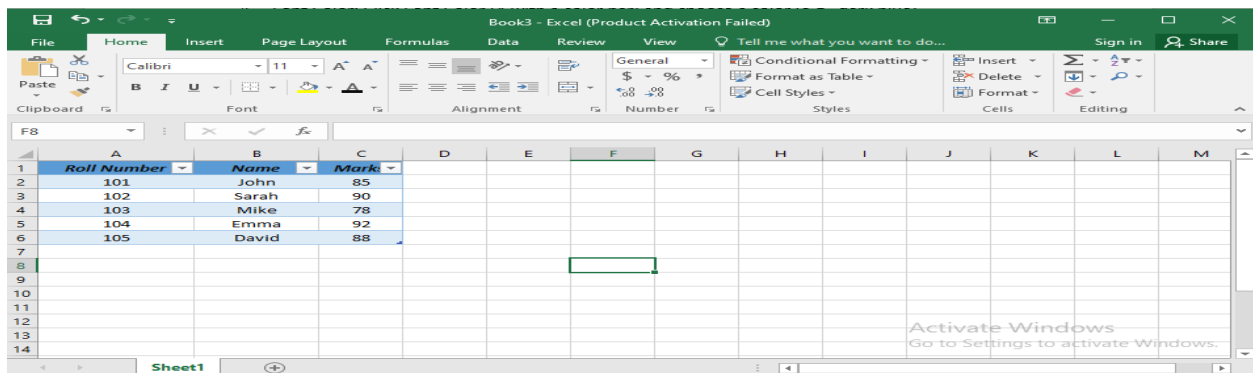5. Ensure "My table has headers" is checked and click OK.
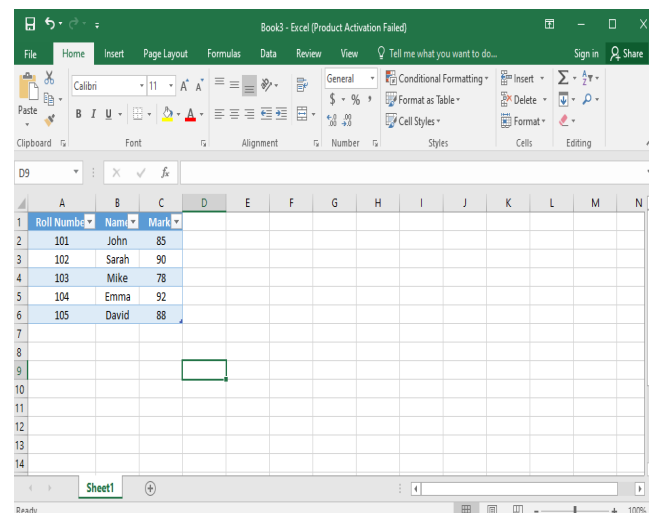
Task 3:

1. Move your cursor to the line between Column A & B (at the top).
2. Click and drag to widen the column for better visibility.
3. Repeat this for Columns B and C as needed.

Task 4:

1. Select the header row (A1:C1) and apply:

    1. Bold (Ctrl + B).

    2. Italic (Ctrl + I).

    3. Font Color: Click Font Color (A with a color bar) and choose a color (e.g.,black).

Task 5:

2. Click File > Save As.
3. Choose a location (e.g., Desktop or Documents).
4. Name the file "Student_Data.xlsx".
5. Click Save and close Excel.

Lab 7 Activity 3 - Sorting and Filtering Data

Objective: Use Excel's sorting and filtering options to manage data efficiently.

1. Click on any column header in the table.

2. Use the "Sort & Filter" option to sort alphabetically or by numerical value.

3. Apply filters to display only specific rows based on conditions.

4. Clear the filter and save the workbook.

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Solutions:

Task 1:

- Open your Excel workbook containing the student data table.
- Click on any column header, such as "Name" or "Marks".

Task 2:

1. Go to the Home tab or Data tab.
2. Choose Click on Sort & Filter.
3. a sorting option:

1. Alphabetically (A → Z or Z → A) for text-based columns (e.g., "Name").

2. Numerically (Smallest to Largest or Largest to Smallest) for number-based columns (e.g., "Marks").
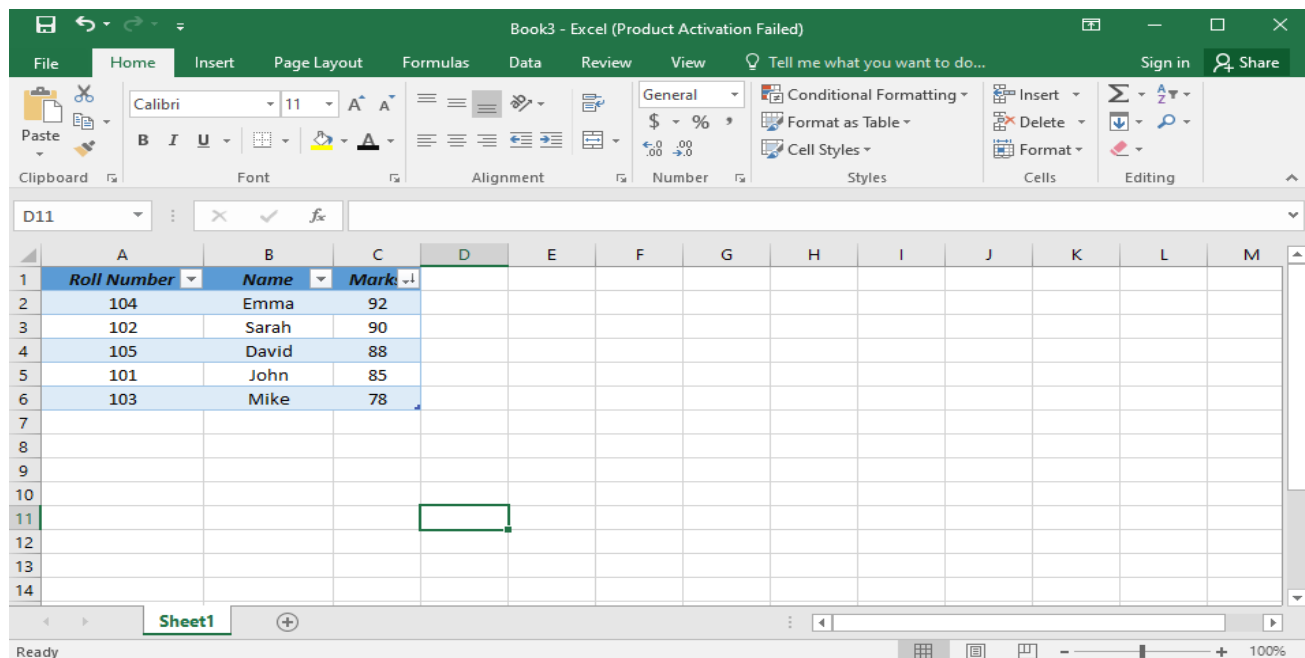
Task 3:

1. Click on the dropdown arrow in any column header (appears after formatting as a table).
2. Uncheck "Select All" and choose specific values to filter.
3. Click OK to display only rows matching the selected condition.
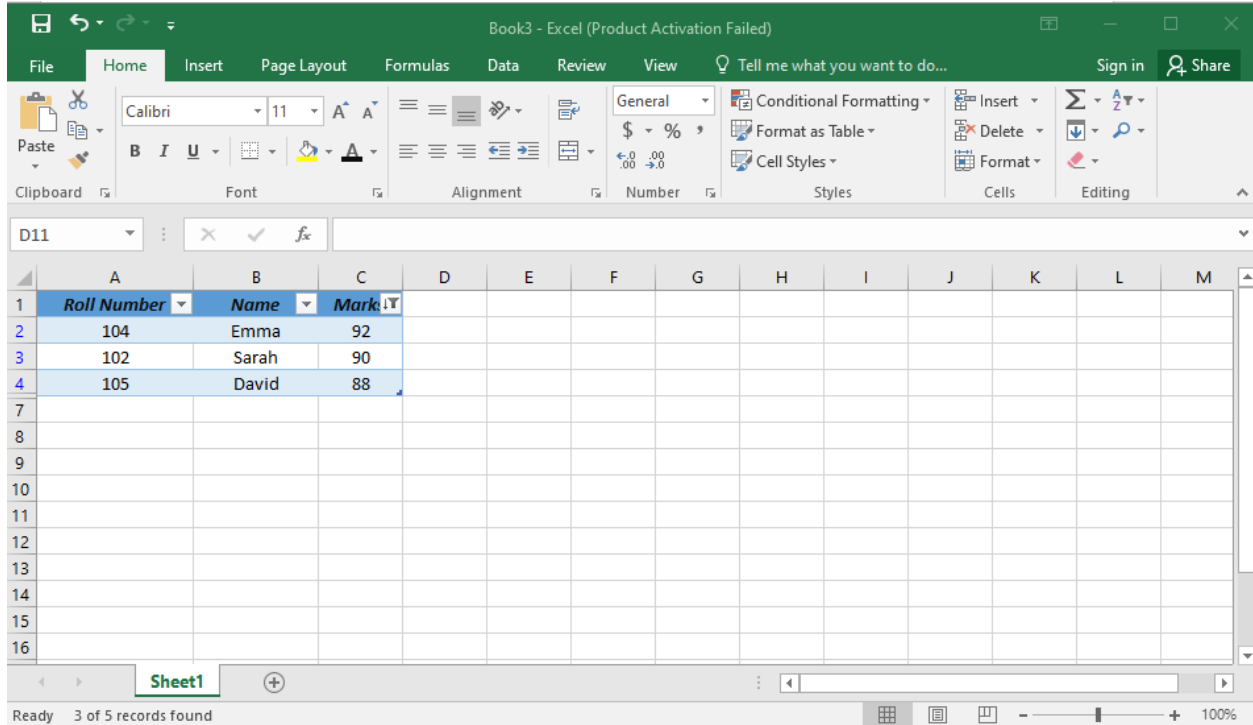
Task 4:

1. Click on Sort & Filter > Clear to remove filters.
2. Go to File > Save to update the workbook.
3. Close Excel.

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.

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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.