Department of Computer Science

GE 113 L – Information and Communication Technology Skills (ICTs)

Lab # 07

Objective:

To familiarize students with the basic elements of MS Excel, including cell operations, formatting options, and the creation of structured tables for organized data representation.

Name of Student	
Student ID	-
Date of Lab Conducted	
Marks Obtained	
Remarks	
Signature	

Lab 07: Getting Started with MS Excel 2016

Lab Activity 1: Understanding the Excel Interface

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

Activities:

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.

Lab Activity 2: Creating and Formatting a Table

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

Activities:

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.

Lab Activity 3: Sorting and Filtering Data

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

Activities:

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.

Learning Outcomes

Upon completion of this lab, you will be able to:

- Identify and navigate key components of the Excel interface.

- Create and format structured tables for organized data entry.

- Utilize sorting and filtering tools for efficient data management.

- Apply basic formatting techniques to enhance readability.

Student Name: _____   **Roll No:** _____   **Section:** _____

LAB 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.