

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.

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

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

[illegible]

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.

	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	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					
6														
7														
8														
9														
10														
11														
12														
13														

Task 4:

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**.

	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	170	85.00					
3	102	Ahamad	28	38	34	36	24	160	80.00					
4	103	Babar	39	31	28	39	29	166	83.00					
5	104	Farhan	25	27	21	22	32	127	63.50					
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Task 5:

Click **File > Save As**.

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

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