Department of Computer Science

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

Lab # 08

Objective:

To introduce students to the use of formulas, including the SUM function and arithmetic operators, and to understand the functionality of the fill handle for automated calculations.

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

Lab 07: Formulas & Fill Handle in a Grocery Inventory using MS Excel 2016

Lab Lab Activity 1: Creating a Grocery Inventory Table

Objective: Set up an inventory table with key columns for quantity, price, and total cost.

Activities:

1. Open a new Excel workbook.
2. Create column headers: Item Name, Quantity, Price per Unit, and Total Price.
3. Enter at least five grocery items with sample values.
4. Save the workbook.

Lab Activity 2: Using Formulas for Total Price Calculation

Objective: Apply formulas to compute total cost based on quantity and unit price.

Activities:

1. Select the first empty cell under "Total Price."
2. Type `=B2*C2` (assuming B2 is Quantity and C2 is Price per Unit) and press Enter.
3. Use the fill handle to copy the formula to the remaining rows.
4. Verify the results and save the file.

Lab Activity 3: Calculating Total Inventory Cost

Objective: Learn to apply the SUM function to aggregate total costs.

Activities:

1. Select an empty cell below the Total Price column.
2. Type `=SUM(D2:D6)` (assuming D2:D6 contains total prices) and press Enter.
3. Format the total cost cell using bold and currency format.
4. Save and close the workbook.

Learning Outcomes

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

- Construct a structured inventory table with relevant fields.

- Apply arithmetic formulas for automated calculations.

- Utilize the fill handle to replicate formulas across rows.

- Format numerical data for clarity and accuracy.

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

LAB Assignment

Objective: Create a personal expense tracker listing at least 8 expense categories. Use formulas to calculate total spending and apply formatting for better presentation.

Instructions:

1. Open a new workbook and set up an expense table.
2. Enter categories such as food, transport, rent, utilities, and entertainment.
3. Use formulas to calculate total expenses.
4. Format data using borders and currency formatting.
5. Save and submit the workbook as per guidelines.