**Lab 9 Activity 1 – Setting Up a Marks Sheet**

**Objective -** Organize student marks data in a structured table.

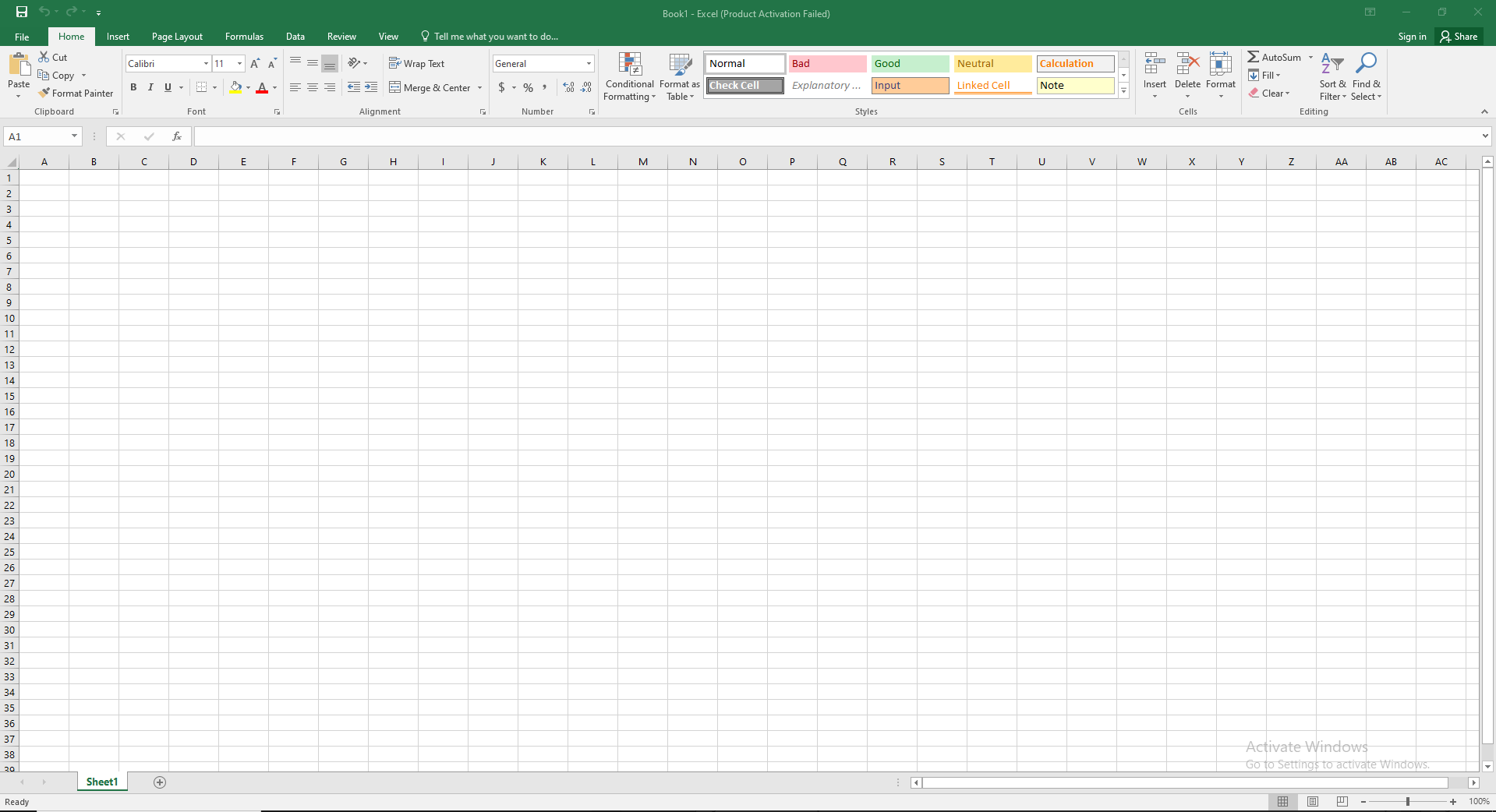
1. Open a new Excel workbook.
2. Define column headers: Roll Number, Name, Subject 1, Subject 2, Subject 3, Subject 4, Subject 5, Total, Percentage, Grade.
3. Enter sample student data, ensuring each subject has a maximum of 40 marks.
4. Save the workbook.

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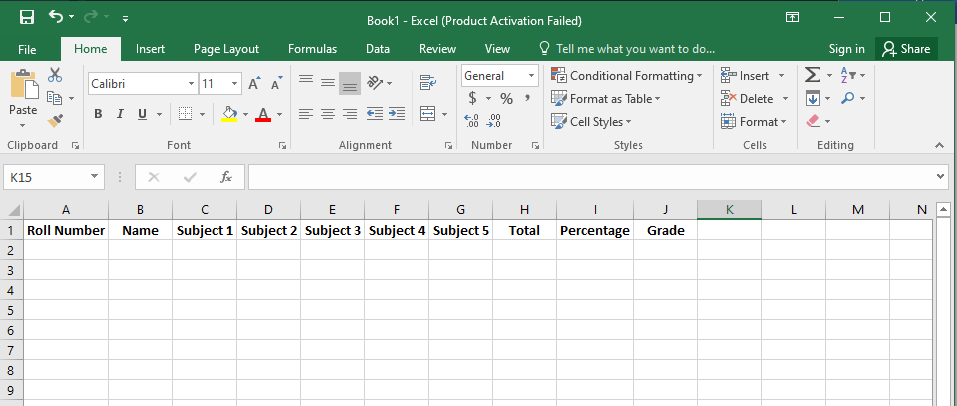
**Solutions:**

**Task 1:**

**New Excel Workbook:**



**Task 2:**

 Click on **Cell A1** and type: **Roll Number**

 Click on **Cell B1** and type: **Name**

 Click on **Cell C1** and type: **Subject 1**

 Click on **Cell D1** and type: **Subject 2**

 Click on **Cell E1** and type: **Subject 3**

 Click on **Cell F1** and type: **Subject 4**

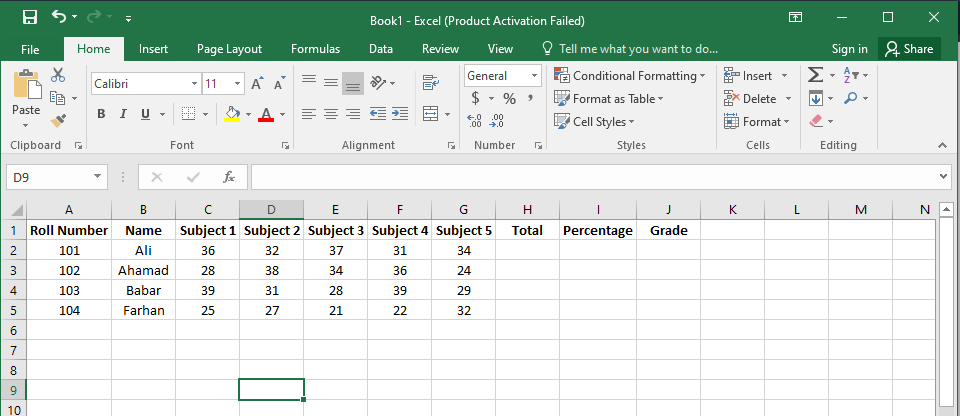
 Click on **Cell G1** and type: **Subject 5**

 Click on **Cell H1** and type: **Total**

 Click on **Cell I1** and type: **Percentage**

 Click on **Cell J1** and type: **Grade**

Task 3:



**Task 4:**

 Click **File > Save As**.

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

 Name it **"Student\_Marks.xlsx"** and click **Save**.