

Lab Manual  
Introduction to Information & Communication Technologies

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## Week-04

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### Objectives

After performing this lab, students shall be able to:

- Use the auto complete function.
- Basic formatting.
- Using graph and pie charts.

### Task List

#### Task-1 Auto complete and basic formatting

Create the table as per the given information and auto-complete the first column.

The format the table should be as shown below. Also format the columns for dollar currency.

MONTH	Sales	Expense	Profit
January	\$ 50,000.00	\$25,000.00	
February	\$ 65,000.00	\$ 23,000.00	
March	\$ 80,360.00	\$ 79,200.00	
April	\$ 75,230.00	\$ 80,500.00	
May	\$ 89,560.00	\$ 85,000.00	
June	\$ 45,320.00	\$ 25,300.00	
July	\$ 23,000.00	\$ 45,000.00	
August	\$ 89,230.00	\$ 55,261.00	
September	\$ 78,230.00	\$ 58,321.00	
October	\$ 45,256.00	\$ 50,356.00	
November	\$ 23,789.00	\$ 45,783.00	
December	\$500,236.00	\$ 45,289.00	
Total			

#### Task-2 Formula Calculation

Calculate the profit column by using the formula. Profit=Expense-Sales

Also calculate the total row by adding the values above. Make sure that the negative values are shown in this format -\$5,270 not in brackets.

#### Task-3 Conditional Formatting

For all the negative values in the profit column apply the blue shading. Do not do this step manually. See the sample below.

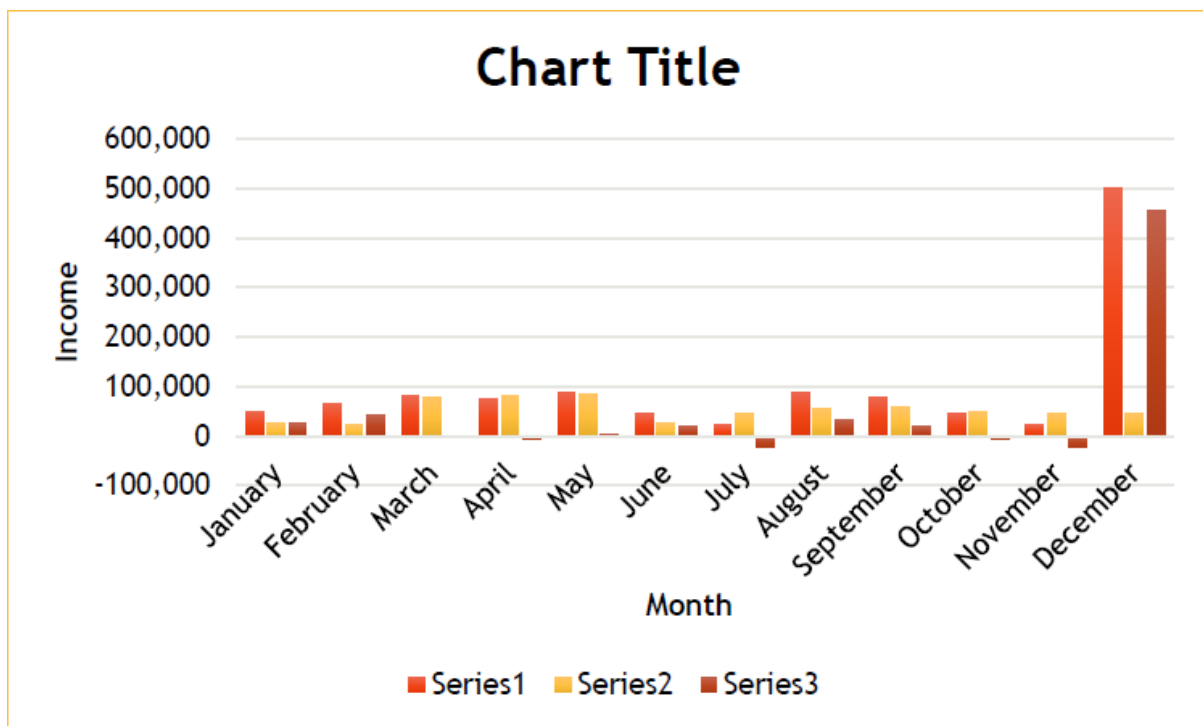
## Lab Manual

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December	\$500,236.00	\$ 45,289.00	
Total	\$1,165,211	\$618,010	\$547,201

### Task-4 Create Chart

Create the chart of the sales, expenses and profit column excluding the total row.

Show the axis, axis titles, chart title, gridlines and legend.



### Task-5 Create a pie chart

Create the pie chart of the last row and format it as below

