

## Lab #4

### IICT BS DS Fall 2022

#### Task 01: Creating Initial worksheet

[20 marks]

	A	B	C
1	Monthly Budget		
2	<b>Item</b>	<b>Amount</b>	<b>Comments</b>
3	Rent	800	June 1st this goes to \$825
4	Utilities	40	Look into new windows
5	Transportation	50	
6	Food	150	
7	Medical	25	
8	Clothing	75	
9	Leisure	100	
10	Miscellaneous	100	
11	TOTAL		
12			
13	INCOME	2500	
14	EXPENCES		
15	VACATION CLUB		
16	SAVINGS		

Fig. 1 (Task)

- Open a blank worksheet
- Write the text as shown in the above figure
- Apply the required formatting
- Save the document as done in the previous Microsoft ® Word Lab named “Lab 04\_Task 01\_Your Roll No” like “Lab 04\_Task 01\_BDSF22M001”.

#### Task 02: Population Analysis

[30 marks]

	Population Analysis					
	Lahore	Karachi	Islamabad	Peshawar	Average	Total
Population	200,000.00	150,000.00	350,000.00	100,000.00	200,000.00	800,000.00
Percentage of Total Population	25%	19%	44%	13%		100%
Revenue generated by city	€ 3,000,000.00	€ 2,000,000.00	€ 1,500,000.00	€ 2,000,000.00	€ 2,125,000.00	€ 8,500,000.00
Revenue generated per person	€ 15.00	€ 13.33	€ 4.29	€ 20.00	€ 13.15	

Fig. 2 (task)

- Create above shown worksheet
- Use proper formatting (In-case you simply write text; marks will be not given)

- You can assume population and revenue values yourself
- Name excel file with “**Lab 04\_Task 02\_Your Roll No**”

### **Task 03: Formatting Data**

**[40 marks]**

- Copy the data in Task 02 into a new worksheet
- Instead of extending **First Column**, wrap the text
- Add two rows between **Row 4** and **Row 5**
- Highlight **Population values equal to Average** with **Red color & dark red text**
- Highlight **Revenue generated by city values less than Average** with **Yellow color & dark yellow text**
- Highlight **Revenue generated per person values greater than Average** with **Green color & dark green text**
- Freeze the first two columns using **Freeze Panes**
- Name excel file with “**Lab 04\_Task 03\_Your Roll No**”

### **Task 04: GPA Calculation**

**[50 marks]**

- Create a worksheet with Columns (Subject (At least 5 Subjects), Marks, Total Marks, Percentage, GPA, Credit Hours)
- Calculate Total GPA ( $\text{SUM (GPA + C.H) / Total C.H}$ ), Average Marks
- Use Wrap text instead of expanding columns
- Highlight all Column names with **red** color
- Sort the data by highest to lowest GPA
- Freeze Subject Column

Apply the Conditional formatting of your choice on the Percentage column

Name excel file with “**Lab 04\_Task 04\_Your Roll No**”

### **Submissions:**

- Make a folder on the Desktop by the name “RollNo\_Lab-04”.
- Then save each document in the folder “RollNo\_Lab-04”.
- Then zip the whole folder (RollNo\_Lab-04.zip), and email it to your respective TA.