

TRIBHUVAN UNIVERSITY

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Lab Report on MS Excel

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# Introduction

MS-EXCEL is a part of Microsoft Office suite software. It is an electronic spreadsheet with numerous rows and columns, used for organizing data, graphically represent data(s), and performing different calculations. It consists of 1048576 rows and 16383 columns; a row and column together make a cell. Each cell has an address defined by column name and row number example A1, D2, etc. this is also known as a cell reference.

Cell references: The address or name of a cell or a range of cells is known as Cell reference. It helps the software to identify the cell from where the data/value is to be used in the formula. We can reference the cell of other worksheets and also of other programs.

Referencing the cell of other worksheets is known as External referencing.

Referencing the cell of other programs is known as Remote referencing.

There are three types of cell references in Excel:

* Relative reference.
* Absolute reference.
* Mixed reference.

# Features of MS Excel

The Ribbon in MS-Excel is the topmost row of tabs that provide the user with different facilities/functionalities. These tabs are:

## Home Tab

It provides the basic facilities like changing the font, size of text, editing the cells in the spreadsheet, auto sum, etc.

## Insert Tab

It provides the facilities like inserting tables, pivot tables, images, clip art, charts, links, etc.

## Page layout

It provides all the facilities related to the spreadsheet-like margins, orientation, height, width, background etc. The worksheet appearance will be the same in the hard copy as well.

## Formulas

It is a package of different in-built formulas/functions which can be used by user just by selecting the cell or range of cells for values.

## Data

The Data Tab helps to perform different operations on a vast set of data like analysis through what-if analysis tools and many other data analysis tools, removing duplicate data, transpose the row and column, etc. It also helps to access data(s) from different sources as well, such as from MS Access, from web, etc.

## Review

This tab provides the facility of thesaurus, checking spellings, translating the text, and helps to protect and share the worksheet and workbook.

## View

It contains the commands to manage the view of the workbook, show/hide ruler, gridlines, freezing panes, and adding macros.

# Calculating age and category

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Date of Birth | Today's Date | Age | Category |
| Ram | 2/2/2003 | 7/10/2022 | 19 | Teen |
| Shyam | 2/14/1970 | 7/10/2022 | 52 | old |
| Hari | 3/31/2008 | 7/10/2022 | 14 | Teen |
| Sita | 3/21/1991 | 7/10/2022 | 31 | Young |
| Gita | 4/23/1992 | 7/10/2022 | 30 | Young |
| Manisha | 7/10/1940 | 7/10/2022 | 82 | old |
| Nabin | 11/13/2003 | 7/10/2022 | 19 | Teen |

# Marksheet with percentage, result and division

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Marksheet of BIM 1st semester | | | | | | | | | | |
| Roll.no | Name | Math | FIT | C | FBM | ENG | Total | Percentage | Result | Division |
| 1 | RAM | 80 | 85 | 67 | 87 | 56 | 375 | 75 | PASS | Second Division |
| 2 | SHYAM | 85 | 23 | 88 | 67 | 45 | 308 | 61.6 | FAIL | Third division |
| 3 | HARI | 77 | 55 | 54 | 45 | 78 | 309 | 61.8 | PASS | Third division |
| 4 | SITA | 66 | 76 | 76 | 77 | 87 | 382 | 76.4 | PASS | Second Division |
| 5 | GITA | 70 | 87 | 87 | 34 | 89 | 367 | 73.4 | FAIL | Second Division |
| 6 | MANISHA | 60 | 66 | 66 | 67 | 77 | 336 | 67.2 | PASS | Third division |
| 7 | ANITA | 31 | 77 | 55 | 45 | 98 | 306 | 61.2 | FAIL | Third division |

# Max and Min temperature of a year with bar diagram

|  |  |  |
| --- | --- | --- |
| Months | Max Temperature | Min Temperature |
| January | 22 | 12 |
| February | 33 | 19 |
| March | 21 | 15 |
| April | 43 | 13 |
| May | 55 | 12 |
| June | 44 | 17 |
| July | 32 | 18 |
| August | 44 | 14 |
| September | 23 | 11 |
| October | 44 | 13 |
| November | 45 | 9 |
| December | 33 | 15 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Consumed | Min Charge | Extra Unit | Extra Charge | Total Charge |
| 111 | 80 | 81 | 648 | 728 |
| 222 | 80 | 192 | 1728 | 1808 |
| 333 | 80 | 303 | 3333 | 3413 |
| 444 | 80 | 414 | 4554 | 4634 |
| 555 | 80 | 525 | 5775 | 5855 |
| 666 | 80 | 636 | 6996 | 7076 |
| 777 | 80 | 747 | 8217 | 8297 |
| 888 | 80 | 858 | 9438 | 9518 |
| 999 | 80 | 969 | 10659 | 10739 |
| 600 | 80 | 570 | 6270 | 6350 |
| 20 | 80 | 0 | 0 | 80 |

# Electricity Bill