

FINAL PROJECTS

COMPUTER INFORMATION TECHNOLOGY

CV RESUME

SPEED SHEET

ANALISE

My Resume

Consists of five sections which includes my academic and professional details



SANA55

SANA

1/1

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PROFESSIONAL SUMMARY

I am a student

WORK EXPERIENCE

TEACHER

Jan 2021 - Dec 2022

□ HIRA ACADEMY

HOME TUTOR

MAR 2024 - Present

EDUCATION

□ Matric

Mar 2022 - may 2023

□ Intermediate

May 2024 - Countinue

SKILLS

- Book reading
- Writing
- Painting □ Communication

HOBBIES

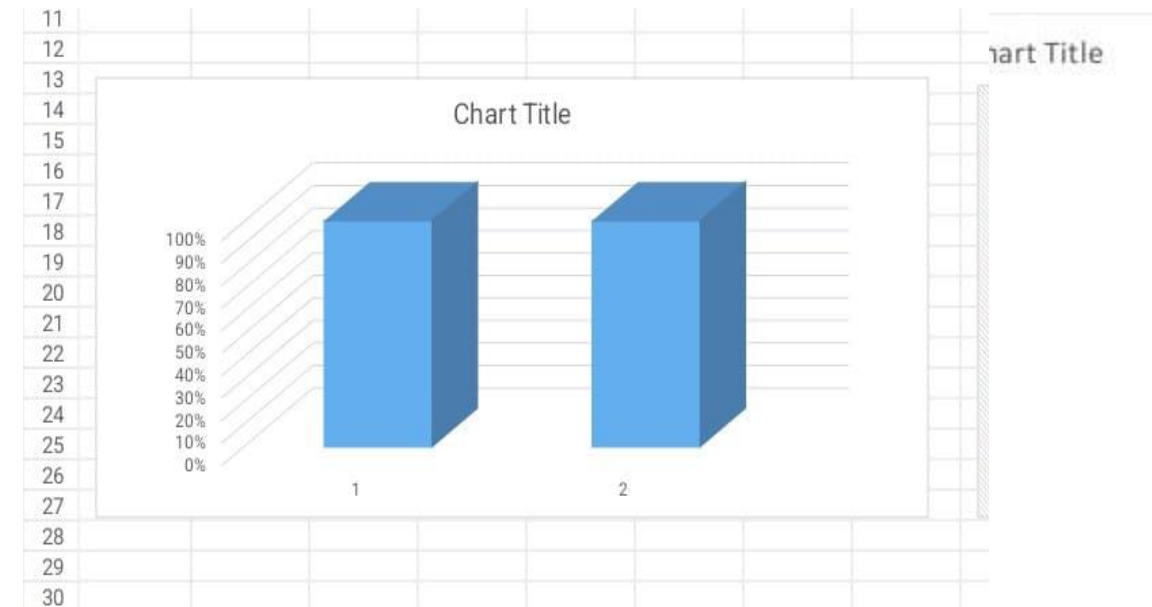
- Gaming
- Playing cricket

Data Validation

Here I have data validation and restricted to only enter a number between 1 to 10 and when he enters another number he gets an error.

Name	Gender	Age	Class	Unit Test1	Unjt Test2	Final Test	remarks
manahil	F	16	10	83	80	80	pass
anila	F	14	8	58	90	91	pass
maaz	M	12	7	90	79	80	pass
dua	F	18	9	85	85	40	fail
maham	F	17	10	50	90	90	pass
qadir	M	19	5	82	80	90	pass

maham	163
qadir	162



VLOOKUP in Excel

Vlookup in excel is used to lookup a certain value in any column

Name	Gender	Age	Class	Unit Test1	Unjt Test2	Final Test	remarks
manahil	F	16	10	83	80	80	pass
anila	F	14	8	58	90	91	pass
maaz	M	12	7	90	79	80	pass
dua	F	18	9	85	85	40	fail
maham	F	17	10	50	90	90	pass
qadir	M	19	5	82	80	90	pass

maham	163
qadir	162

Chart Title

SUM in Excel

SUM ADD TO NUMBER

Name	Gender	Age	Class	Unit Test1	Unjt Test2	Final Test	remarks
manahil	F	16	10	83	80	80	pass
anila	F	14	8	58	90	91	pass
maaz	M	12	7	90	79	80	pass
dua	F	18	9	85	85	40	fail
maham	F	17	10	50	90	90	pass
qadir	M	19	5	82	80	90	pass

maham	163
qadir	162

Chart Title

Pivot table in excel

I have created a pivot table in excel to sort and filter my data

2					
3	Row Labels	Sum of Final Test			
4	Hamza	97			
5	6	97			
6	Huzaifa	88			
7	10	88			
8	Kanzul	80			
9	9	80			
10	Maham	88			
11	7	88			
12	Minal	40			
13	8	40			
14	Zoya	95			
15	5	95			
16	Grand Total	488			
17					
18					
19					

IF IN EXCEL

The if function in excel is used to apply logic – based conditions. In the example shown ,student test scores are evaluated to determine if they PASS FAIL. THE formula likely checks if marks are above a certain threshold (like 50) to return “ pass ,; Otherwise fail . This is helpful for quickly grading and data analysis in Excel .

Name	Gender	Age	Class	Unit Test1	Unjt Test2	Final Test	remarks
manahil	F	16	10	83	80	80	pass
anila	F	14	8	58	90	91	pass
maaz	M	12	7	90	79	80	pass
dua	F	18	9	85	85	40	fail
maham	F	17	10	50	90	90	pass
qadir	M	19	5	82	80	90	pass

maham	163
qadir	162

Chart Title

Conditional Formatting IN EXCEL

Highlight cells based on special condition
Apply formatting such as colors font ,or
style to cells that me meet certain criteria.

Name	Gender	Age	Class	Unit Test1	Unjt Test2	Final Test	remarks
manahil	F	16	10	83	80	80	pass
anila	F	14	8	58	90	91	pass
maaz	M	12	7	90	79	80	pass
dua	F	18	9	85	85	40	fail
maham	F	17	10	50	90	90	pass
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Chart Title