

## **Assignment – 1**

• **Open Excel by steps (as written in copy) and the following: -**

1. Write the name of following: -
  - a. Last Number of Row =
  - b. Last Number of Column =
  - c. Last Name of Cell =
2. Increase the size of Column A, C and E to G.
3. Write Serial number from 1 to 50, Sunday to Saturday, January to December.
4. Set the text size – 15, style – Times New Roman, Color – Blue.
5. Use Name box to directly go to any particular Cell-
  - a. X750
  - b. AZ52
  - c. A1
  - d. B15
6. Write your name in C15 cell and Copy it. Again Paste it in T150.
7. Add Four New Sheet and Delete any three sheet.
8. Create a list of following data in a single page:-

S.N, Name, Father, Mother, Village, PS, Dist., Pin Code, Class, Roll No., Mobile, Aadhar, Pan No., Bank Name, Bank A/C, IFSC.

**Hint: -** (a) Do Page Setup such as Margin-0.2, Orientation – Landscape, Paper Size – A4, Scale Percentage – According to data.
9. After Creating Data, see the Print Preview by Pressing Ctrl + P.
10. Select All the Data and Apply Border and Wrap Text.
11. Save the Excel Data in Folder name “Lab-1” on Desktop.
12. Again, Convert the Excel Data in PDF using Save As option.

## **Assignment – 2**

- **Create the following data in Excel sheet such as S.N, Name, Father's name, Mother's name, Class, Roll No., Sec, Course, Total Fee, Paid Fee, Dues Fee, Aadhar No.**
  1. Set Row height – 30.
  2. Auto fit Column width.
  3. Insert a new Column of Address after Mother's name.
  4. Setup the page to fit the data in a single page using Margin, Orientation, size and scale percentage.
  5. Apply Orientation 25° to the heading of each column.
  6. Fill color in the column of Fee Paid according to data with the help of Conditional Formatting.
  7. Apply Currency ( Rs. ) Value in the column related to Amount such as Total Fee, Fee Paid, Dues Fee.
  8. Set text Value in the column of S.N and Aadhar No. (S.N should be 001, 002,003,.....)
  9. Now Select all the data and convert the data in the form of Table.
  10. Filter the data according to the course.
  11. Hide and column of Total Fee and again show it.
  12. Add three New Sheet and again Show any two sheet after hiding.
  13. Change the name of your sheet name by three alternate method.
  14. Create a copy of sheet by two method.
  15. Protect your sheet by providing the password.
  16. Again select all the data and apply five types of Clear such as clear all, clear format, clear content , clear comment, and clear hyperlink,
  17. Replace the word Father with Guardian.

**Note:-** We must use middle Centre alignment, Wrap text, Border, Font size - 12, Font Style – Times New Roman, Font Color – Red, Shading color in the first row – Yellow and also change the color of border.

## Assignment – 3

1. Create the following data in the Excel Sheet as :-  
**S.N, Name, Father, Class, Roll, Sec, Gender, Address, Aadhar and Bank A/C.**
  - a) Create the details of any two students and fill the same data in 50 Row by dragging the mouse.
  - b) Adjust the data in One page (Column Wise) by using Margin, Orientation, Size and Scale Percentage.
  - c) Now Check the Print Preview by pressing Ctrl + P.
  - d) Again Insert a New Column “Mother” after Father and fill the data in it.
  - e) Autofit Row height and Column width of the data of sheet.
2. Now Select the data of five students and try to print it using “Print Area”.
3. Again Remove Print Area and Break the Data in multiple sheet.
4. Set any Picture as the background of sheet.
5. Repeat the heading of data in all the page using “Row to Repeat at Top”.
6. Show or Hide Gridline and Row / Column Heading.
7. Create a new document and Try the following :-
  - a) Insert any Picture and design it using Format Menu.
  - b) Create any three Shape in design it using Format Menu.
  - c) Create any data and insert a chart according to data.
  - d) Insert any Hyperlink and open it to view.
  - e) Write “Vedanta” as header and Your name as Footer.
  - f) Write Some Text using “Word Art” and Design it using Format menu.

8. Create the following Data as shown below :-

Name	Subject						F.M	O.M
	Hindi	Eng.	Math	S.St	Science	Snk.		

- a) Fill the data of ten students properly.
- b) Write 500 in each cell of F.M column.
- c) Calculate the Total Marks of each student in O.M Column.
- d) Apply Middle Centre Alignment, Border, Wrap Text, Font Color – Red, Font Style – Times New Roman, Size – 13.  
Adjust the data in one Page as Landscape mode.