

Date : 21.07.16

Aim

To Create a result sheet containing Candidate's Register No., Name, Marks for six subjects. Calculate the total and result. The result must be calculated as below and failed candidates should be turned to red. Result is Distinction if Total ≥ 70 % First Class if Total ≥ 60 % and < 70 % Second Class if Total ≥ 50 % and < 60 % Pass if Total ≥ 35 % and < 50 % Fail otherwise create a separate table based on class by using auto filter feature.

PROCEDURE:-**Step 1:** Click

Start All Programs Microsoft Office Microsoft Office Excel 2007.

Excel application window will appear.

Step 2 : Type the data in each cell**Step 3 :** Click the cell I4 and type the Formula = Sum(C4 : h4) / 6 (Six) 6 subject marks are added and the average total is displayed in the total column**Step 4 :** Now the I4 cell a point is there, “using” the mouse **Click and change the point** to the remaining rows**Step 5 :** Click the cell J4 and type the formula = IF (I4 ≥ 70 "DISTINCTION", IF I4 ≥ 60 , "FIRST CLASS", IF I4 ≥ 50 , "SECONDCCLASS", IF I4 ≥ 35 , "PASS", "FAIL"))))**Step 6 :** Now the J4 cell a point is there, using mouse **“Click and change the point”** the remaining rows, Result were displayed**Step 7 :** Select the ‘FAIL’ Students details go to **HOME** tab and Click the **FONT COLOUR** icon and Select the **RED** the Failed Students are displayed **in red colour****Step 8 :** Go to Click the **Result Heading****Step 9 :** Go to **DATA tab** and click the **Filter icon** in each Leading down arrow button was displayed**Step 10 :** Click the **Result Column** arrow button and select “DISTINCTION” Check box and deselect the other and click ok button**RESULT:-**

Thus the about exercise Candidate total Marks and result details are done Successfully