



# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department : Computer Science</b>	<b>Year :2022-2023</b>
<b>Practice Worksheet 1</b>	<b>Topic:MS Excel -Creating worksheet</b>	

1. Open Excel & Create the following worksheet.

a)Choose the proper font size & style for the title.

b)Apply a border to the table.

c)In the Hometab,click on format & then column width.In the column width dialog box,make the width 30 & click ok button.Make the row height 35 and click Ok.

d)Insert two blank rows between 'Rahul' & 'Sneha' .Enter new records in it.

e)Save the workbook as Personal Information.

<b>PERSONAL INFORMATION</b>			
<b>NAME</b>	<b>CLASS</b>	<b>ROLLNO</b>	<b>EMAIL ID</b>
AMRUTHA	6	12	<u>AMRUTHA@GMAIL.COM</u>
RAHUL	7	25	<u>RAHUL@YAHOO.COM</u>
SNEHA	8	45	<u>SNEHA@ISWKOMAN.COM</u>
VIJAY	6	17	<u>VIJAY@GMAIL.COM</u>

2 .Open Excel & Create the following marklist in Excel.Save the workbook as Students Marklist.

## **MARKLIST**

<b>Name</b>	<b>Maths</b>	<b>English</b>	<b>Social Science</b>	<b>Science</b>
<b>Rahul</b>	<b>50</b>	<b>70</b>	<b>89</b>	<b>92</b>
<b>Ashok</b>	<b>80</b>	<b>90</b>	<b>92</b>	<b>80</b>
<b>Kamal</b>	<b>76</b>	<b>80</b>	<b>70</b>	<b>75</b>
<b>Sonali</b>	<b>79</b>	<b>75</b>	<b>80</b>	<b>85</b>
<b>Karina</b>	<b>80</b>	<b>75</b>	<b>85</b>	<b>80</b>
<b>Raju</b>	<b>90</b>	<b>70</b>	<b>75</b>	<b>90</b>
<b>Raman</b>	<b>70</b>	<b>90</b>	<b>80</b>	<b>85</b>
<b>Rashi</b>	<b>69</b>	<b>85</b>	<b>90</b>	<b>75</b>