



INDIAN SCHOOL AL WADI AL KABI

Class: VI

Department : Computer Science

**Worksheet no: 1
with solution**

Topic: EXCEL
(Practice Practical Programs)

Year :2023-2024

1. Open Excel & Create the following worksheet.

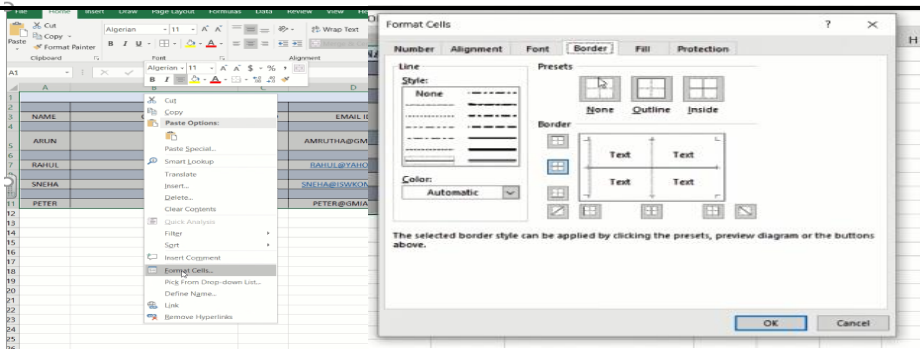
PERSONAL INFORMATION				
	NAME	CLASS	ROLLNO	EMAIL ID
	ARUN	6	12	AMRUTHA@GMAIL.COM
	RAHUL	7	25	RAHUL@YAHOO.COM
	SNEHA	8	45	SNEHA@ISWKOMAN.COM
	PETER	6	23	PETER@GMIAL.COM

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

PERSONAL INFORMATION				
	NAME	CLASS	ROLLNO	EMAIL ID
	ARUN	6	12	AMRUTHA@GMAIL.COM
	RAHUL	7	25	RAHUL@YAHOO.COM
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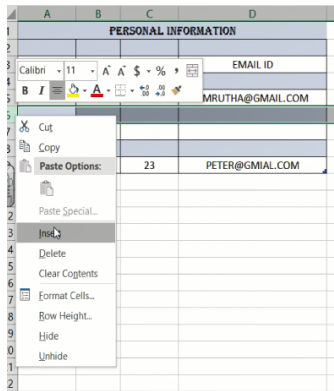
b) Apply a border to the table.

Select Range of Cell from A1: D11 and right click , Select format cell and select Border Tab to choose borders(or use border icon from quick access tool bar)

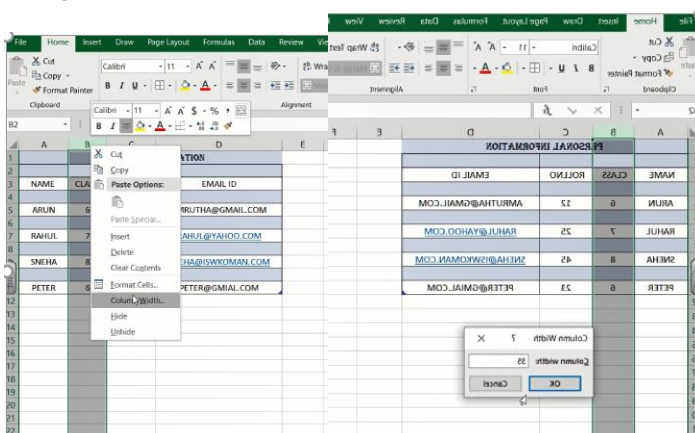


c) Insert two blank rows between 'Rahul' & 'Sneha' .Enter new records in it.

Right click in Row number(5) and select insert option to insert a row



d)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.



e)Save the workbook as Personal Information.
File->save->personal information.xls

2. Using functions find the total and average for given subject mark list

A) CREATE A WORKSHEET WITH FOLLOWING DATA

B) INSERT FORMULA FOR ADD 4 SUBJECT MARKS

MARK SHEET							
SL.NO	NAME	ENGLISH	MATHS	COMPUTE	SCIENCE	TOTAL	AVERAGE
1	PRIYA	34	56	90	34	=SUM(C4:F4)	
2	PAUL	45	56	45	45		
3	SPARSHANA	23	34	56	78		
4	SHIRLEY	34	34	78	56		
5	ALWIN	45	23	89	78		

C) COPY THE FORMULA TO remaining students using fill option

MARK SHEET							
SL.NO	NAME	ENGLISH	MATHS	COMPUTE	SCIENCE	TOTAL	AVERAGE
1	PRIYA	34	56	90	34	214	
2	PAUL	45	56	45	45	191	
3	SPARSHANA	23	34	56	78	191	
4	SHIRLEY	34	34	78	56	202	
5	ALWIN	45	23	89	78	235	

Copy Cells

Fill Formatting Only

Fill Without Formatting

Flash Fill

d) FIND THE AVERAGE USING AVERAGE FUNCTION

MARK SHEET							
SL.NO	NAME	ENGLISH	MATHS	COMPUTE	SCIENCE	TOTAL	AVERAGE
1	PRIYA	34	56	90	34	214	=average(C4:F4)
2	PAUL	45	56	45	45	191	
3	SPARSHANA	23	34	56	78	191	
4	SHIRLEY	34	34	78	56	202	
5	ALWIN	45	23	89	78	235	

MARK SHEET

SL.NO	NAME	ENGLISH	MATHS	COMPUTE SCIENCE	TOTAL	AVERAGE	
1	PRIYA	34	56	90	34	214	53.5
2	PAUL	45	56	45	45	191	47.75
3	SPARSHANA	23	34	56	78	191	47.75
4	SHIRLEY	34	34	78	56	202	50.5
5	ALWIN	45	23	89	78	235	58.75

Copy Cells
 Fill Formatting Only
 Fill Without Formatting
 Flash Fill