

## INDIAN SCHOOL AL WADI AL KABI

## **Class: VI**

## **Department : Computer Science**

Worksheet no: 1 with solution

**Topic: EXCEL** 

Year :2024-2025

on (Practice Practical Programs)

1. Open Excel & Create the following worksheet.

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Steps to create a worksheet:

- i. Open Excel from search bar
- ii. Click on blank Workbook.

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iii. In A1 cell type value as mentioned above table a)Choose the proper font size & style for the title.

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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)

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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

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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.

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

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