INDIAN SCHOOL AL WADI AL KABI
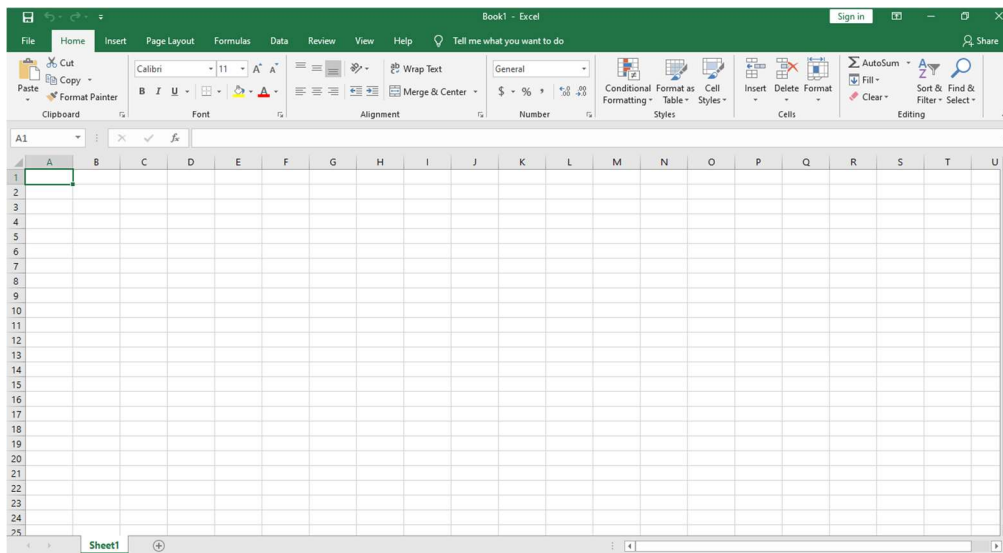
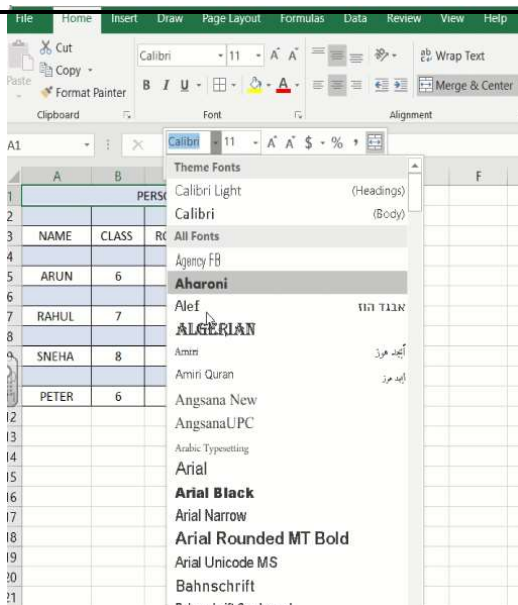| Class: VI	Department : Computer Science	Year :2024-2025
Worksheet no: 1 with solution	Topic: EXCEL (Practice Practical Programs)	

1. Open Excel & Create the following worksheet.

Steps to create a worksheet:

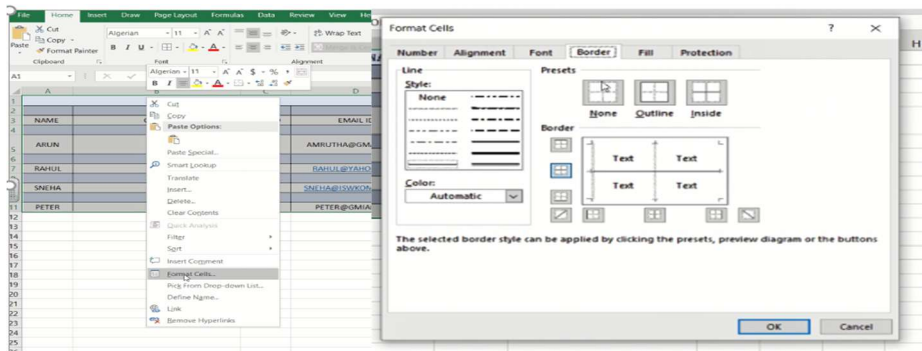i.   Open Excel from search bar

ii.   Click on blank Workbook.

iii.   In A1 cell type value as mentioned above table

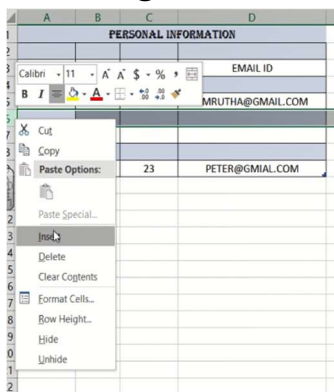a)Choose the proper font size & style for the title.

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.
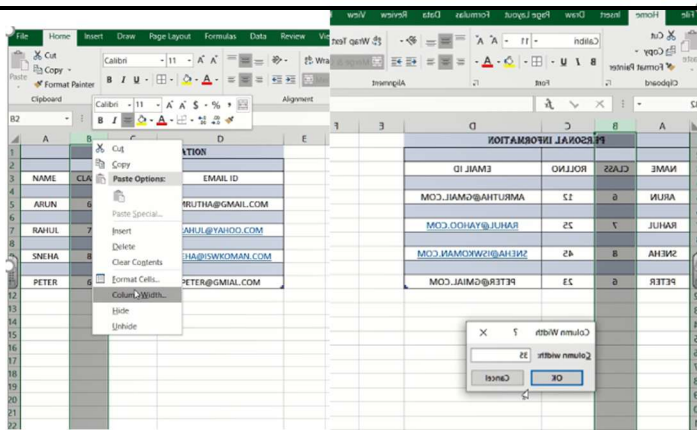
e)Save the workbook as Personal Information.

File->save->personal information.xls