

MS-Excel Assignments

MS-Excel Assignments 1

1. Open new work book
2. Type following data in excel sheet Starting from A1 cell

Region	Sales Man			
	A	B	C	D
P	100	198	97	200
Q	150	89	250	100
R	268	123	150	159

3. Select cell Sales Man with four cell (B1:E1) in same row
4. Click on Home-> Alignment->Merge & Center
5. Select Cells having values 100,150,268 in first column with extra cell below them
6. Click on Home->Editing->Sum
7. Select this sum cell's fill button drag mouse button upto remaining 3 columns
8. Select cell in Region P row after Sales Man D column (B1:E4)
9. Click on Formulas->Autosum
10. Select this cell (F4) and drag the formula in remaining 2 row cells in same column
11. Select Data in this table
12. Click on Home->Styles->format Tables
13. Choose Any style from list of style
14. Click on OK in Format as Table Dialog box
15. Click on Insert->Charts->Column
16. Choose any Column Chart Style from list
17. Move This chart below data table
18. Click on File Tab -> Save
19. Give File name -> Ok