

Microsoft  
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	A	B	C
1			
2			
3			
4			
5			
6			
7			

Blank workbook

### Take a tour

Welcome to Excel

### Create a Drop-down list

Drop-down tutorial

### Get started with Formulas

Formula tutorial

### Get to know Power Query

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### Make your first PivotTable

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April 20XX



Microsoft Excel 2016



YEAR JANUARY



# Practical 1

Perform the following tasks in Microsoft Excel and write Step Wise Procedure for each task.

- 1- Create a New Workbook in MS Excel.
- 2- Zoom in and out Workbook in MS Excel.
- 3- Scroll horizontally in a Workbook in MS Excel.
- 4- Add Commands to the Quick Access Toolbar.
- 5- Save the Workbook in Document Folder.

## Procedure 1

### Create A New Workbook in MS Excel

- Open MS Excel in your Computer.
- Left-click the Microsoft Office Button.
- Select New. The New Workbook dialog Box opens and Blank Workbook is highlighted by default.
- Click Create. A new Blank Workbook appears in the window.

# Procedure 2

## Zoom in and out Workbook in MS Excel

- locate the Zoombar in the Bottom-right corner.
- left-click the Slider and drag it to the left to Zoom out and to the right to Zoom in.

# Procedure 3

## Scroll Horizontally in a Worksheet Workbook in MS Excel

- locate the Horizontal Scroll bar in the Bottom-right corner.
- left-click the bar, and move it from left to right.

# Procedure 4

## Add the Commands to the Quick Access Toolbar

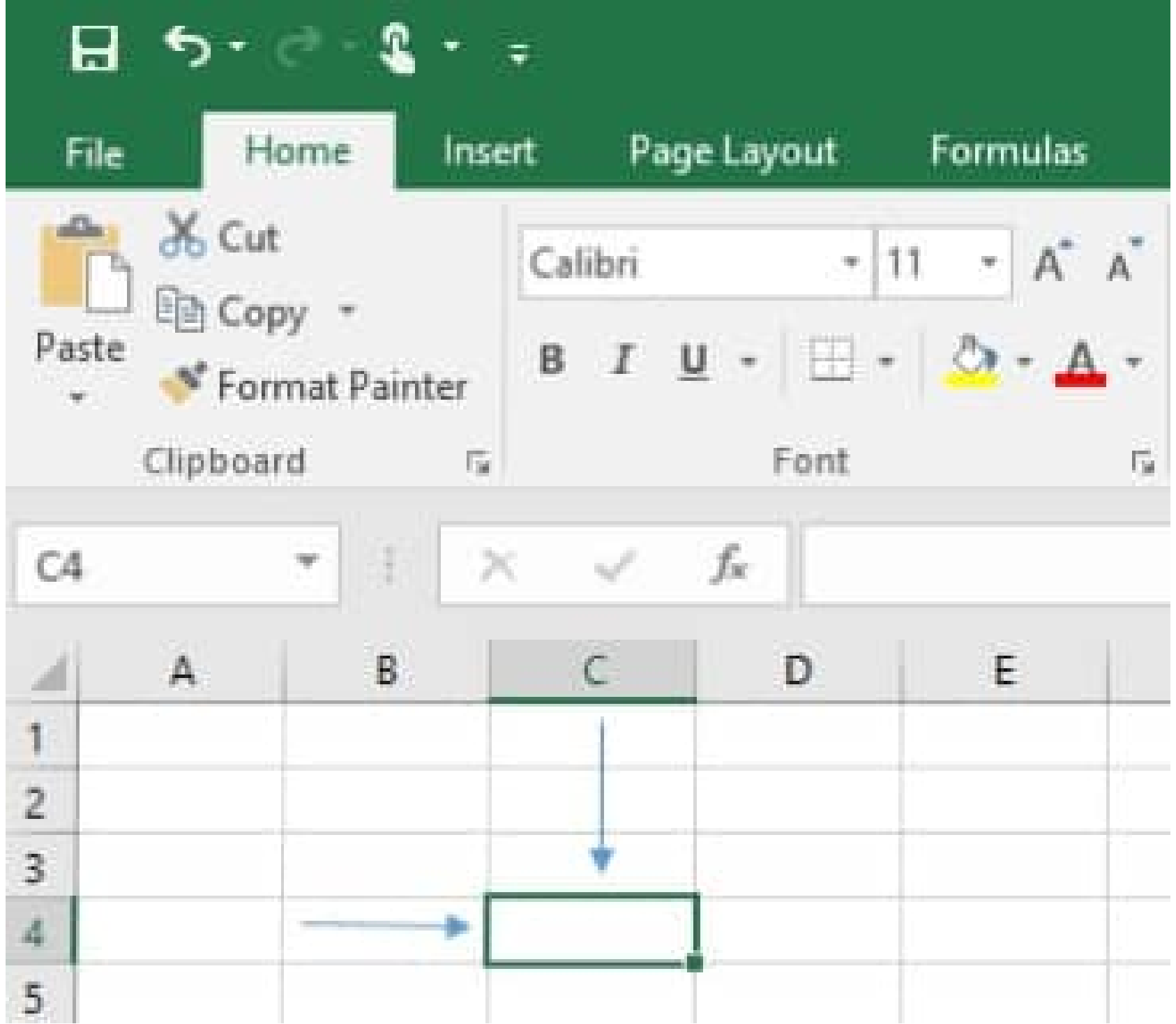
- Click the arrow to the right of the Quick Access Toolbar.
- Select the Command you wish to add.

from the drop-down list. It will appear in the Quick Access Toolbar.

## Procedure 5

### Save the Workbook in Doc. folder

- Go to the office Button.
- Select Save from the list.
- A prompt is open where you select the path "Document" folder you want to save excel workbook.
- Give the Name of Work book in file name Textbook.
- Click Save.
- Your excel workbook will be saved at your desired path.



# Practical 2

Perform the following tasks in Microsoft Excel and write Step Wise for each task:

- 1- Insert text in MS Excel Cell
- 2- Find Cell addresses
- 3- Edit or Delete text in Cell.

## Procedure 1

### Insert text in MS EXCEL Cell

- Left- Click a Cell to Select it
- As you Select a cell, the Cell address appears in the Name Box.
- Enter text into the cell using your keyboard.
- The text appears in the cell and in the formul Bar.

## Procedure 2



## Find Cell Addresses

- Each cell has a name, or a cell address, based on the column and row where it is located.
- Click on the cell you want to get its address.
- It makes the cell active.
- The cell address will appear in Name Box.

## Procedure 3

### Edit or Delete text in Cell

- Select the cell you want to edit or delete text.
- Press the Backspace key on your keyboard to delete text and make a correction.
- Press the Delete key to delete the entire contents of a cell.

A7

X ✓ f<sub>x</sub>

	A	B	C
1	10		
2	20		
3	30		
4	40		
5	100		
6	100		
7	50		

	A	B	C	D	E	F	G
1	10						10
2	20						20
3	30						30
4	40						40
5	100						100
6	100						100
7	50						50

# Practical 3

Perform the following tasks in Microsoft EXCEL and Write Step Wise Procedure for each task.

1. Select Data in MS Excel from Cell A1 to A7.
2. Move Data Between cells.
3. Copy data from cell A1 to A7 and paste G1 to G7.

## Procedure 1

Select Data in MS Excel from Cell A1 to A7

- open MS Excel file.
  - Left click on the cell A1.
  - Dragging the mouse over the data.
- All data between cell A1 to A7 Selected.

## Procedure 2

## Move data Between cells

- Select the data you want to move.
- Right click on it then select data.
- Use cut option.

## Procedure 3

Copy data from cell A1 to A7 and paste to G1 to G7.

- Select data from A1 to A7.
- Right click use copy option to copy data.
- Select the cell G1 and paste the data.
- Data will be pasted in G1 to G7 cell.

A	B	C	D
Name	Class	Marks	Grade

	A	B	C	D
1	Name	Class	Marks	Grade
2	Ali	2nd year	300	B
3	Asim	1st year	233	C
4	Abid	1st year	213	C
5	Zahid	2nd year	343	A

# Practical 4

Perform the following tasks in Microsoft in Mi-Excel and write Step wise Procedure for each task.

- 1- Create the result as Given Above
- 2- Make the First row Text centralized and Bold
- 3- Marks Should be shown Left Side.
- 4- Grade Column text centralized and Bold.

## Procedure 1

### Create the result card

- open a excel Sheet.
- make Headings First Row as Name, Class, Marks, Grade.
- Select the cells and Enter DATA According to Result card.



## Procedure 2

Make the first Row text Centered and Bold

- open the Result Card
- Select the first Row 1
- Go to home Button.
- Select Bold text from fonts
- Next, move to Alignment, and Sheet Center text.

## Procedure 3

Marks Should be Shown left Side

- Select the marks column
- Go to Home tab
- Go to alignment Section
- Select Text Align left
- Release the mouse.

## Procedure 4

# Grade column text centralized & Bold

- Select Grad column
- Go to Home tab.
- Go to fonts Section.
- Select Bold text
- Go to Alignment Section
- Select text align center

A6

X ✓ *f<sub>x</sub>*

=A1\*A2\*A3\*A4\*A5

	A	B	C	D	E	F
1	3					
2	4					
3	5					
4	6					
5	2					
6	720					

A6



=SUM(A1,A2,A3,A4,A5)

	A	B	C	D	E	F
1	3					
2	4					
3	5					
4	6					
5	2					
6	20					

A6



=AVERAGE(A1:A5)

A

B

C

D

E

F

1

3

2

4

3

5

4

6

5

2

6

4

# Practical 5

Perform the following tasks in Microsoft EXCEL and Write Step wise procedure for each task:

1. Perform Multiplication From cell A1 to A5
2. Perform SIGMA SUM From cell A1 to A5.

## Procedure 1

Perform Multiplication FROM cell A1 to A5.

- I Open Excel Sheet
- Enter Data in Cell A1 to A5.
- Write Multiplication Instruction in formula Bar
- The result of Multiplication

## Procedure 2

# Perform Sigma Sum From cell A1 to A5.

- open Excel sheet.
- Enter Data in cell A1 to A5.
- Go to Home Ribbon.
- Select  $\Sigma$  Autosum.
- Sum of cell A1 to A5 in A6.