

Module I

1. What are features of Ms-Excel?
2. How can you protect a worksheet?
3. How can you format a worksheet?
4. How can you make changes for reposition of worksheet?
5. How can you record and view **Macros** in Ms-Excel with an example?
6. How do you add, save, delete, rename, insert, copy, reposition and print a worksheet (steps)?
7. Create a **table** using the following data in Ms-Excel.

Student ID	Student Name	Student Course	No. of seats
101	John	B.com	150
102	Reo	B.sc	170
103	Mary	B.A	80
104	Leo	M.A	80
105	Jain	MBA	50

8. Create different **types of charts** in ms-excel.

A	B	C	D	E
Salesman	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Peter	148	140	121	122
Sam	114	118	111	101
Sana	200	201	205	210
Kate	310	221	245	250

9. Use Track changes for the following data.

Product	Region	Name	Units	Sales	COGS
Chairs	East	A	16	\$ 2595	\$ 6278
Tables	West	B	24	\$ 3652	\$ 7416
Boards	West	C	30	\$ 3652	\$ 7416
Markers	South	D	19	\$ 3652	\$ 6269
Desks	South	E	38	\$ 1523	\$ 6269

Module II

1. Use **Sort** option for the following table in Ms-Excel

Names	Subjects	Score	Pass/Fail
A	Commerce	250	Pass
B	Science	300	Pass
C	Physics	450	Fail
D	Chemistry	350	Fail
E	Zoology	500	Fail

2. Use **custom filter** for the following data in ms-excel.

Product	Region	Agent	Sales	Purchases	Tax
Cosmetics	Hyderabad	A	\$ 50000	\$ 30000	10%
Clothing	Kolkata	B	\$ 40000	\$ 20000	5%
Fruits	Chennai	C	\$ 60000	\$ 40000	5%
Vegetables	Hyderabad	D	\$ 50000	\$ 25000	2%
Mobiles	Mumbai	E	\$ 70000	\$ 50000	8%
Groceries	Chennai	F	\$ 100000	\$ 55000	4%
Electronics	Hyderabad	G	\$ 500000	\$ 200000	15%

3. Use **Advance filters** for the given table in ms-excel.

Date	Product	Region	Agent	Sales	Purchases
1-1-19	Cosmetics	Hyderabad	A	\$ 50000	\$ 30000
2-1-19	Clothing	Mumbai	B	\$ 40000	\$ 20000
3-1-19	Mobiles	Chennai	C	\$ 60000	\$ 40000
4-1-19	Vegetables	Hyderabad	D	\$ 50000	\$ 25000
5-1-19	Mobiles	Mumbai	E	\$ 70000	\$ 50000
6-1-19	Groceries	Chennai	F	\$ 100000	\$ 55000
7-1-19	Mobiles	Hyderabad	G	\$ 500000	\$ 200000

4. Use **Data Consolidation** function for the following data in ms-excel.

Names	East	West	South	North
Mike	140	205	400	505
Monte	610	330	500	770
Arya	450	415	200	120
Carlo	852	522	300	230
Miland	750	366	400	520
Gokul	200	850	150	850

5. Use **Data Validation** function for the following data in ms-excel.

- Whole numbers
- Text Length
- Date
- Drop down List
- Stop
- Warning
- Information

6. Perform various **mathematical functions** in ms-excel

7. Use **Conditional Formatting** for the given table in ms-excel.

- Sales above \$50000.
- Purchases below \$40000
- Duplicate values in Region
- Unique values in Product
- Date middle of the week

Date	Product	Region	Agent	Sales	Purchases
1-1-19	Cosmetics	Hyderabad	A	\$ 50000	\$ 30000
2-1-19	Clothing	Mumbai	B	\$ 100000	\$ 20000
3-1-19	Mobiles	Chennai	C	\$ 60000	\$ 40000
4-1-19	Vegetables	Hyderabad	D	\$ 50000	\$ 25000
5-1-19	Mobiles	Mumbai	E	\$ 70000	\$ 50000

8. Use **Absolute reference** function for the following data in ms-excel.

Name	Grades	%
Max score	100	
A	85	
B	65	

C	75	
D	85	
E	95	

9. Use **Relative reference** function for the following data in ms-excel.

Month	Total revenue	Total expenses	Net income
Jan	20000	13050	
Feb	20300	13245	
Mar	20640	13444	
April	20913	13646	
May	20227	13850	
Jun	21545	14058	

10. Use **Name range** for the following data.

Names	Subjects	Score	Pass/Fail
A	Commerce	250	Pass
B	Science	300	Pass
C	Physics	450	Fail
D	Chemistry	350	Fail
E	Zoology	500	Fail

11. Create **Pivot Table and Pivot Chart** from the following data in ms-excel.

Product	Region	Name	Units	Sales	COGS
Chairs	East	A	16	\$ 2595	\$ 6278
Tables	West	B	24	\$ 3652	\$ 7416
Boards	West	C	30	\$ 3652	\$ 7416
Markers	South	D	19	\$ 3652	\$ 6269
Desks	South	E	38	\$ 1523	\$ 6269

12. Create **data table** from the following data. (One variable data table)

1	Loan amount	100000
2	Rate of interest	1.50%
3	Term (yrs)	30
4	Monthly payment	\$345.12

Activity-1

- 1.prepare charts-pie/column
- 2.name range in formulas-numbers
- 3.data consolidation
- 4.conditional formatting
- 5.relative reference
- 6.mathematical functions-5
- 7.v-lookup
- 8.macros
- 9.creation of table
- 10.protect, rename, add, reposition of worksheet
- 11.absolute reference
- 12.track changes
- 13.data sorting
- 14.custom filter
- 15.advance filter
- 16.h-lookup
- 17.data validation - whole numbers and text length
- 18.data validation- drop down list and dates
- 19.data validation-error messages-stop, warning, information
- 20.creation of name range