

Information Technology Center
University of Peradeniya

ICT1001 – Information & Communication Technology

Activity 1

1. Getting used to the MS Excel environment

- a. Open the latest version of MS Excel available in your machine.
- b. Get familiar with the environment. Identify the followings
 - i. The ribbon
 - ii. Formula bar
 - iii. Name box
 - iv. Quick Access Toolbar
 - v. Worksheets Tab
 - vi. Columns, rows and cells
- c. Identify how many rows and columns are there in the version of Excel you are using.
Move to the last row, last column of the worksheet and come back to the home screen
- d. Get used to resizing rows and columns
- e. Try different options for customizing the ribbon
- f. Show / hide gridlines, headings, formula bar

2. Enter Following data into MS Excel

ENROLMENT NO	Name	NIC NO	Address
AG/17/001	ABEWICKRAMA B.D.G.T.D.	199635402151	TRACK 29, WEWEKADE, ATHTHANAKADAWALA, POLONNARUWA.
AG/17/002	ABEYRATHNE A.W.N.K.	977251672V	NO. 175, RAMBUKWELLA WEST, HUNNASGIRIYA.
AG/17/003	ABHIRANDI B.M.U.	986412174V	NO. 94/1 B, HINGURUGAMUWA, BADULLA, BADULLA.
AG/17/004	ADHIKARI A.M.D.M.	966021420V	RAJARATHNA NIWASA, DAMBULLA ROAD, DOLOSDAHA, GOKERALLA.
AG/17/005	ADHIKARI K.B.	972650056V	NO. 20, HARANKAHATHANNA, ATTARAGAMA, PATTIYAWATTA, KANDY.
AG/17/006	AFRANA A.A.	985733414V	NO. 19, THAKVA NAGAR, LOVE LANE, TRINCOMALEE.
AG/17/007	AMARAJITH P.P.T.	968394088V	E 4/1, MAHAWELI NIWASA, ANGUNAKOLAPELESSA.
AG/17/008	AMARASINGHE M.G.S.W.M.	977122163V	NO. 191, IHALAGAMA, NAWAMEDAGAMA.
AG/17/009	ARACHCHI R.S.K.	966790431V	NO. 5, NEW CITY, HALPATHOTA, BADDEGAMA.

1. Change the alignment as follows
 - a. Center align the **Enrolment No**
 - b. Right align the **NIC No**
 - c. **Wrap text** in the **Address** column
 - d. Change the Font size, Font Color and background color of header row
2. Add a column in between **Name** and **NIC No** columns and insert a new column. Name it as **Telephone No**. Add some telephone numbers in it.
 - a. Add a new row on top of the data and type **Student List** in cell A1. Increase the font size and Format it to center to the entire data set.
 - b. Do necessary formatting so that the worksheet is appealing to the eye.
 - c. Add a background image for the worksheet.
 - d. Insert Diploma in Information Technology as the header of the worksheet
 - e. Insert your name as the footer of the worksheet
 - f. Arrange the page layout so that the data set fits to an A4 paper. See the difference of both **Portrait** and **Landscape** views. Try changing margins.
 - g. Try different options in Page Layout tab such as Print with Gridlines(Page Layout->Gridlines->checked Print Layout->Headings->checked)
 - h. Upload your work to LMS