

Diploma in Information Technology
Information Technology Center
University of Peradeniya

IT104 – Spreadsheets & Data Analysis Tools

Day 2 – Lab sheet

1. Download the file **ex1_data.xlsx**
 - a. Apply Freeze Panes to navigate through the data set easily
 - b. Apply **View->Split** and see what happens
 - c. Insert a suitable title to the data set. Center it to the entire data set.
 - d. Format the dataset so that the list can be printed into A4 papers. You may change Orientation, column width and row height, Wrap Text, Shrink to Fit, etc,
 - e. Format the worksheet, so that the column headings will appear at the top of each page when printing.
 - f. Insert Page number and the total number of pages available in the worksheet into the Footer (eg: 1 of 15, 2 of 15, etc)
 - g. Insert a suitable background image to the worksheet

2.
 - a. Delete NIC No and Address columns from sheet2 of ex1_data.xls
 - b. Format the worksheet as below

ENROLMENTNT	Name	IT	English	Average
AG/17/001	ABEWICKRAMA B.D.G.T.D.	75	56	65.50
AG/17/002	ABEYRATHNE A.W.N.K.	64	64	64.00
AG/17/003	ABHIRANDI B.M.U.	80	85	82.50
AG/17/004	ADHIKARI A.M.D.M.	90	75	82.50
AG/17/005	ADHIKARI K.B.	55	52	53.50
AG/17/006	AFRANA A.A.	44	55	49.50
AG/17/007	AMARAJITH P.P.T.	82	48	65.00
AG/17/008	AMARASINGHE M.G.S.W.M.	48	90	69.00
AG/17/009	ARACHCHI R.S.K.	39	51	45.00

- c. Change font color, size, alignment, background color so that the worksheet looks nice.
- d. Format the marks to have 2 decimal places.
- e. Calculate average hint: $\text{average} = (C2+D2)/2$

- f. Conditionally format IT and English marks using *Data Bars*
 - g. Conditionally format the Average column so that averages greater than or equal to 60 are formatted:
 - i. *Background colour – Yellow*
 - ii. *Font color – red*
 - iii. *Draw a border around the cell*
 - h. Insert a suitable watermark to the worksheet prepared above
- 3.** Have a look at the different templates available when you open a new Excel workbook. See how they have been formatted. Use few templates to get an idea of the capability of Excel. (no need to submit this question)