

**Information Technology Center
University of Peradeniya**

ICT1001 – Information & Communication Technology

Activity 3

1. Open a blank excel workbook. Delete worksheets 'Sheet2' and 'Sheet3'. Rename 'Sheet1' to 'Data Entry'.
2. Enter the data shown below in the 'Data Entry' sheet.

Employee No	Name	Salary				
1	A. B. C. Silva	1000				
2	G. S. Gunarathne	5000				
3	Y. K. Perera	7000				
4	A. R. Dissanayaka	3000				

3. Center the table headings. Set the font size of the headings to 12 and set the background colour of the heading cells to light blue.
4. Draw a thick border around the outside of the table and below the column headings. Draw a thinner border to separate the cells within the table.
5. Set the column width of the Employee No column to exactly hold the widest value in the column.
6. Set the column width of the Name column to 30.
7. Insert two rows above the table.
8. In cell A1, enter a heading 'Employee Details'. This heading should be centered across the entire table (hint-use merge cells).
9. Slant the text of the heading by 50 degrees.
10. Set a pattern of vertical lines in the cell containing the heading.
11. Increase the row height of row A so that the entire heading is visible.
12. Format the Salary column so that the salary is displayed with two decimal places and a comma to separate thousands.
13. Insert a new column between the Name and Salary columns and call it 'Date of Birth'.
14. Enter some dates of birth for the employees. Format the data so that it is displayed in the format 'March 15, 1980'.
15. Freeze the panes in the worksheet so that the column headings are stationary when the cell pointer is moved below the visible area of the worksheet.
16. Hide the Salary column in the worksheet and then unhide it.

17. Insert a new worksheet and call it 'Text to Table'.
18. Create a custom format to enter "University Of" in front of the data entered in the cell. Format cells A1 to F1 using this new format.