## Information Technology Center

## **University of Peradeniya**

## ICT1001 – Information & Communication Technology

## Activity 4

1. Create the following worksheet in Microsoft Excel.

Item No	<b>Description</b>	Unit Price	<u>Quantity</u>	Value	
121	A4 Paper	500	20		
222	Pen	17.5	52		
152	Pencil	5	15		
323	Box File	100	3		

- 2. Calculate the value for each row. The value is the Unit Price multiplied by the quantity.
- 3. Format the Unit Price and Value columns as currency with two decimal places. Format the Quantity column to show only whole numbers.
- 4. Find the total order of the invoice by finding the total of the Value column using the SUM function.
- 5. In cell A10, type the value 5 formatted as a percentage.
- 6. To the right of the Value column, include a column named 'New Value'. Calculate the new value of each item. The new value is the old value multiplied by the percentage given in cell A10. Use copying formulae and absolute referencing to perform this calculation. Find the total new value of the invoice.
- 7. Change the value in cell A10 to 15 and see the difference in the total value of the invoice.
- 8. Open a new worksheet. Use data series to enter numbers 1 through 50 in cells B1 through B50.
- 9. In cell B51, find the count of items in cells B1 through B50.
- 10. In cell B52, find the average of items in cells B1 through B50.
- 11. Delete the value 41 from the series. See how the count and average change.
- 12. In cell C3 find the value of  $52^4$
- 13. In cell F10, type 'Microsoft'. In cell G10, type 'Excel'. Use a built-in function in Microsoft Excel to get the word 'MicrosoftExcel' in cell F11.

- 14. Using the SUMIF function, find the total of cells in the range B1 through B20 where the value of the cell is greater than 10. The result should be displayed in cell E15.
- 15. Open a new worksheet. Enter the data given below. Use Merge cells and vertical and horizontal alignment adjustments to format the cells as shown.

Name		Res			
	Sinhalese	Maths	Science	English	
Aruni	79	52	40	23	
Kamal	56	20	5	65	
Sunil	92	85	72	53	
Nimal	26	82	54	36	
Amara	88	45	52	10	
Kumari	78	69	74	58	
Jagath	62	31	24	58	

16. Insert a new column to the right of each subject. Insert a new row between the column headings and the data. Then, enter new column headings called Marks and Grade and make each subject heading span the two corresponding columns. The final worksheet should look as below.

	Results							
Name	Sinhalese		Maths		Science		English	
	Marks	Grade	Marks	Grade	Marks	Grade	Marks	Grade
Aruni	79		52		40		23	
Kamal	56		20		5		65	
Sunil	92		85		72		53	
Nimal	26		82		54		36	
Amara	88		45		52		10	
Kumari	78		69		74		58	
Jagath	62		31		24		58	

- 17. Find the grade of each student for each subject. Use the IF function to find the grade. The following is the criteria for calculating the grade.
  - a. If Marks>75 grade is A.
  - b. If Marks between 65 and 74 grade is B.
  - c. If Marks between 50 and 64 grade is C.
  - d. If Marks between 40 and 49 grade is S.
  - e. If Marks less than 40, grade is F.