## Information Technology Center University of Peradeniya

## ATM2 – Information & Communication Technology

## Charts using Spreadsheets

1. Add the following records to an Excel worksheet.

Employee No	Name	Address	Date of Birth	Salary
1	A.B. Silva	Katugasthota	10-Mar-1952	20000
2	S. Perera	Kandy	09-Feb-1969	12000
3	A.P. Perera	Peradeniya	21-Sep-1975	9000
4	J. Karunaratna	Peradeniya	12-Sep-1965	15000
5	A. K. Perera	Eriyagama	08-Aug-1964	80000

- a. Create an auto filter so that only the record of Employee No 2 is displayed.
- b. Remove the auto filter. (i.e. display all the records again).
- c. Create an auto filter to display the 3 employees with the largest Salary.
- d. Remove the auto filter.
- e. Use the auto filter feature to display the oldest employee from the 3 employees with the largest Salary.
- f. Remove the auto filter.
- g. Sort the records in the data sheet first by ascending order of Address and then by descending order of Salary.
- h. Set the background colour of cells containing Salaries greater than 12000 to red using conditional formatting.
- i. Change the salary of A.P.Perera to 12000. Observe how the conditional formatting is automatically reapplied to format the new salaries greater than 12000.
- 2.
- 3. The following data shows the number of students registered at an institute in each year. Enter the data in a new worksheet.

Year	New Students	Total Students		
2000	98			
2001	122			
2002	75			
2003	100			
2004	68			
2005	82			

- 4. Calculate the Total Students column using formulas. The Total Students for 2000 is the same as the New Students. The Total Students for all other years is the total of the Total Students for the previous year and the New Students for the current year.
- 5. Draw a 3D Pie chart showing the number of New Students registered each year. Set the chart title to 'Student Registration by Year'. The chart should contain a legend showing the years for which the chart is drawn. It should also contain the percentage next to each segment of the pie chart. The chart should be in the same sheet as the data.

Athens 2004 Medals Table								
Country	Gold	Silver	Bronze					
USA	35	39	29					
China	32	17	14					
Russia	27	27	38					
Australia	17	16	16					
Japan	16	9	12					
Germany	14	16	18					

## 6. Using the below data create a chart similar to given below

