

Information Technology Center

Excel Tute 2

1. Type the following data in an Excel worksheet

Faculty	Year	No	Full Name
A	17	125	PKG Silva
AG	16	55	AB Jayasekara
MG	17	363	MLP Bandara
A	15	164	LKS Jayasingha
S	17	5	PL Fernando
MG	16	12	LMN Jayasekara
A	14	555	PS Sugathapala
MG	17	11	RN Jayathissa
A	16	16	MK Perera

- Insert a column between *No* and *Full Name* column. Name it as *Reg No*
 - In the *Reg No* column generate the Registration Nos of the students. *Reg No* should be in the format of A/17/125
 - Observe the *Reg Nos* generated. Now try to modify the function used so that each registration number has exactly 3 characters for the *No* field (eg:AG/16/55 should be displayed as AG/16/**055**). (Hint: you may use *Text* function and *Concat* function in combination for this)
 - In the column next to *Full name* column display the name in capitals.
 - Name the next column as *DOB*. Enter some DOBs using the date() function
 - Name the next column as *Age*. Find the Age of each student using Excel functions
2. Enter the following data into MS Excel worksheet. Format it as appear in the worksheet given. You can use fill series option to enter *Question Number* without typing

Automated MCQ Marker

Student score	
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Question Number	Correct Answer	Student Answer	Correct / wrong
1	a		
2	b		
3	d		
4	a		
5	c		
6	d		
7	a		
8	a		
9	b		
10	b		
11	c		
12	a		
13	d		
14	d		
15	c		
16	b		
17	a		
18	b		
19	b		
20	d		

- a. Format the *Student Answer* column so that only 'a','b','c' and 'd' are the only allowed values. (Hint: Use data validation)
- b. Display 1 in the *correct / wrong* column if the student answer is correct, 0 otherwise.
- c. At the bottom of correct / wrong column find the total number of correct answers.
- d. In the *student score* cell display the student marks as a percentage

3. Consider the following dataset

Reg No	Name	Attendance					Attendance %	Marks	Grade
		12/10/2019	12/11/2019	12/12/2019	12/13/2019	12/14/2019			
A/17/001	ABEYSINGHE A.M.N.C.	1	1	ab	1	1		85	
A/17/002	ABEYWICKRAMA R.M.P.	1	1	1	1	1		80	
A/17/003	AHAMAD M.I.R.	1	ab	ab	1	1		80	
A/17/004	AMAANI M.M.F.	1	1	1	1	1		60	
A/17/005	AMAARA M.N.Z.	1	1	1	1	ab		85	
A/17/006	AMARASIRI D.M.H.B.	1	ab	1	ab	1		40	

- Enter the above data and format as shown
- Calculate the attendance percentage of each student
- The grade is calculated as follows.
 - Pass – if marks is greater than or equal to 80 and attendance is greater than or equal to 80%.
 - Fail
- Conditionally format the *Grade* column so that the *Pass* students are displayed as follows
 - Font color – red
 - Background color - yellow