**MS Excel**

**Worksheet -3-**

**Session 19 (P :303-314 )**

1. Create new workbook with (MS Excel)
2. Add data to the worksheet as shown below(use auto fill)



1. As shown in the above figure, apply the following format :

Adjust the text alignments to center.

Change the background color of the first row to blue and merge the cells . - add a border to the table.

1. Use wrap text command to display long text into multiple lines .
2. Calculate the Mid terms Total where Mid terms Total=Mid1+Mid2( use AutoSum)
3. Calculate the percentage where percentage = Mid terms Total / mid terms full mark (relative & absolute referencing)
4. Calculate the total where Total= Mid terms Total +final exam
5. Calculate the grade as following
	1. If the total > 90 the garden is A
	2. If the total > 80 the garden is B
	3. If the total > 70 the garden is C
	4. If the total > 60 the garden is D else the grade is F
6. Insert a column chart for the data of Student name and her total.

Q2:



1. Calculate the profit margin where profit margin= Price- Varibale Cost
2. Calculate the BEP where BEP= B1/A4 (What is the error?)
3. Calculate the BEP where BEP= B1/BB (What is the error?)
4. Calculate the BEP where BEP= B1/B1
5. Change the Variable Cost **to be 3**
6. **Delete row number1** (What is the error?)

**(See page 306)**