**MS Excel**

**Worksheet -1-**

**Session 14,15,16 (P :231-272 )**

* User interface Of Excel 2016
1. Quick access toolbar
2. Ribbon
3. Tabs
	* Groups
4. Worksheet
5. Cell and active cell
6. Columns
7. Rows
8. Name box.
9. Formula Bar
10. Status Bar
* Creating A new workbook
* Entering data into cells
* Editing cell data, deleting cell data
* Adjusting column width
* Selecting multiple cells , using name box
* Navigating a worksheet
* Inserting a worksheet
* Deleting a worksheet
* Renaming a worksheet
* Move or copy a worksheet
* Changing Tab color
* Other sheet option
* Inserting rows
* Inserting columns
* Inserting and shifting cells
* Deleting cells, rows or columns.
* Format rows and columns
1. Create new workbook with (MS Excel)
2. Add data to the worksheet as shown below



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

Add Dollar sign to item price - adjust the text alignments to center.

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

1. Apply this format to the title : font size :16, font color: blue, bold , underline.
2. Use wrap text command to display long text into multiple lines .
3. Try to increase and decrease the decimal places.
4. Calculate the Sales where sales = Item price \* Quantity
5. Calculate the Sales total using Autosum
6. Calculate the Sales percentage where sales percentage = sales/sales total
7. Apply conditional formatting to the sales data to highlight the cells above $100.
8. Sort the data according to the item price.
9. Filter the data to show the items with price over 4$.

In new worksheet add the data below :



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

Add Dollar sign to salary and bonus column. - adjust the text alignments to center.

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

1. Apply this format to the title : font size :16, font color: blue, bold , underline.
2. Use wrap text command to display long text into multiple lines
3. Calculate the annual salary where annual salary= (salary + bonus)\* 12
4. Calculate the total using AutoSum
5. Calculate the annual salary average using AutoSum
6. Apply conditional formatting to the annual salary data to highlight the cells above $20000
7. Sort the data according to the employee name
8. Filter the data to show the salary less than 2000 $