

## Lab9\_Extra\_excel\_A

### Start

- Open Microsoft Excel 2010

### Exercise 1

- Do the following:

|    | A          | B                 | C          |
|----|------------|-------------------|------------|
| 1  |            |                   |            |
| 2  | Student ID | Student Name      | Percentage |
| 3  | 2010123    | Mohammed Ahmad    | 96         |
| 4  | 2010124    | Jamal Yasin       | 75         |
| 5  | 2010125    | Fuad Rajih        | 63         |
| 6  | 2010126    | Imad Salim        | 52         |
| 7  | 2010127    | Sami Ibrahim      | 85         |
| 8  | 2010128    | Ahmad Khalid      | 74         |
| 9  | 2010129    | Abdullah Ahmad    | 36         |
| 10 | 2010133    | Samir Mohammed    | 92         |
| 11 | 2010134    | Abdullrahman Hadi | 65         |
| 12 | 2010135    | Omer Karim        | 41         |
| 13 | 2010136    | Hasan Majed       | 79         |
| 14 | 2010137    | Ilyas Waleed      | 85         |
| 15 | 2010138    | Yusuf Amir        | 68         |
| 16 | 2010139    | Mahmood Ahmad     | 93         |
| 17 |            |                   |            |
| 18 |            | Sum               |            |
| 19 |            | Average           |            |

If you don't know how to do the next following points, please refer to **Lab 9\_Excel\_A** from the blackboard.

- Calculate the Sum of Percentage in cell C18
- Calculate the Average of Percentage in cell C19
- Apply the comma style to the values in cells C18 and C19

### Work sheet design

- Make the text in cells A2 to C2 bold
- Make the background color of the cells A2 to C2 Orange

- Apply the Heading 4 cell style to cells A2:C2
  - Apply a light orange background color to cells A3:C16
  - Apply any background color to cells B18:C19
  - Rename Sheet1 to Exercise 1, and choose a tab color for it
  - Delete Sheets 2 and 3
  - Make the column width of column A to 20
  - In A1, write ITE100 followed by your section (ex: ITE100-Section 55). Make it bold, red and Italic.
- Merge the text on cells A1:C1

- Save the worksheet in drive Q, inside the ITE100 folder, inside  , name it **lab9\_extra\_yourName**

### **Finally**

- Show your work to your teacher