

Exercise-1: MS-Excel-Make My Exam

Subject wise Marks of students							
Name	Maths	Hindi	English	Science	Art	Total	Average
Amit	67	85	82	58	25		
Neha	75	83	75	56	46		
Yadav	80	69	33	59	75		
Deven	85	69	87	82	58		
Sanvi	95	79	88	75	94		

By following the given steps, you have to design the above worksheet using

1. Open new Workbook of Excel.
2. Set paper size to 'A4', orientation to Portrait and margin to 'Normal' or according to given measurement.
3. Change font size of cell to '14' and font name to 'Arial'
4. Merge the cells of row 4, change the font size to 16 and make it Bold, Underlined and Center aligne
5. Make the title of Subject and student (content of row 5 and column A) Centre aligned and figures (data entered in concerned cell) Right aligned.
6. Change the Background color of Total and Average to given color (as shown in above worksheet) and used appropriate function of excel to get these values.
7. Adjust Height and Width of cells as required.
8. Save your Worksheet with the Name result and also save this Workbook with your name.