

1 HOME TAB – Data Entry, Formatting, and Editing

Practice Data:

Student Name	Subject	Marks
Rajesh	HRM	76
Meena	Finance	82
Ravi	Marketing	68
Sneha	IT	91
Kiran	Operations	74

Tasks:

1. Apply **Bold**, *Italics*, and Underline to the header row.
2. Change **Font color** to Blue and **Fill color** to Light Yellow.
3. **Center Align** column headings.
4. Use **Conditional Formatting** to highlight Marks ≥ 80 .
5. Use **Sort** (Marks \rightarrow Largest to Smallest).
6. Add **Total** and **Average Marks** using **AutoSum**.
7. Use **Find & Replace**: Replace "IT" with "Information Systems".

3 PAGE LAYOUT TAB – Print & Page Setup

Practice Data:

Region	Manager	Target (₹)	Achieved (₹)
North	Ramesh	5,00,000	4,80,000
South	Divya	4,50,000	4,70,000
East	Mahesh	4,00,000	3,90,000
West	Priya	6,00,000	6,10,000

Tasks:

1. Change Orientation to *Landscape*.
2. Set Margins to *Narrow*.
3. Add a Header: "Sales Report", and Footer: "Page &[Page]".
4. Apply a Theme (e.g., "Ion").
5. Add a Background Image (company logo faded).
6. Change Page Color to light gray.

4 FORMULAS TAB – Functions and Formula Auditing

Practice Data:

Employee	Basic Pay	HRA	DA	Deductions
Asha	25000	5000	4000	3000
Ramesh	30000	6000	5000	4000
Divya	28000	5500	4500	3500
Vijay	32000	6500	5200	3800
Neha	27000	5200	4300	3100

Tasks:

1. Gross Salary = Basic + HRA + DA
2. Net Salary = Gross – Deductions
3. Use formulas: `SUM()`, `AVERAGE()`, `MAX()`, `MIN()`
4. Use IF Function: `=IF(NetSalary>40000,"High","Low")`
5. Insert `TODAY()` and `NOW()`.
6. Create a Named Range for the Basic Pay column.
7. Use Trace Precedents and Trace Dependents on Net Salary.

5 DATA TAB – Data Tools and Analysis

Practice Data:

Product ID	Product Name	Category	Price (₹)	Quantity
P101	Pen	Stationery	10	120
P102	Pencil	Stationery	5	250
P103	Notebook	Stationery	40	80
P104	Marker	Office	25	100
P105	Eraser	Stationery	8	200
P106	File	Office	60	90

Tasks:

1. Sort by Category → Price (Ascending).
2. Filter to show Price \geq 20.
3. Apply Data Validation → allow only numbers \leq 500 in Quantity.
4. Use Remove Duplicates (add one duplicate row and test).
5. Use Text to Columns (split "Full Name" column if added).
6. Use Goal Seek:
 - Formula: `=Price*Quantity` → Target ₹5000 for Product P104.

6 REVIEW TAB – Comments, Proofing, and Protection

Practice Data:

Document ID	Author	Status
D001	Harini	Draft
D002	Suresh	Final
D003	Meena	Review
D004	Rajesh	Pending

Tasks:

1. Run Spelling Check on worksheet.
2. Add Comment: "Reviewed by Faculty" on cell A1.
3. Enable Track Changes (Share Workbook).
4. Protect the sheet with password: `review123`.
5. Try to edit and then Unprotect it.

7 VIEW TAB – Display and Layout Options

Practice Data:

City	Salesperson	Sales (₹)
Hyderabad	Rajesh	120000
Chennai	Priya	135000
Mumbai	Kiran	110000
Delhi	Sneha	145000
Kolkata	Ramesh	95000

Tasks:

1. Switch to Page Layout View, then Normal View.
2. Use Freeze Panes to lock the header row.
3. Use Split Window horizontally.
4. Hide/Unhide Gridlines, Headings, and Formula Bar.
5. Zoom to 80% and back to 100%.

8 ADD-INS TAB – Data Analysis and Solver

Practice Data:

Month	Sales (₹)
Jan	120000
Feb	140000
Mar	135000
Apr	160000
May	150000
Jun	155000

Tasks:

1. Enable Analysis ToolPak.
2. Use Data Analysis → Descriptive Statistics → Summary for Sales.
3. (Optional) Use Solver:
 - Objective: Total Sales \geq ₹9,00,000.
 - Change variable: monthly sales values.

9] HELP FUNCTION – Self-Learning through Excel Help

Tasks:

1. Press F1 → Search “Pivot Table” and read purpose.
 2. Search “VLOOKUP” and write syntax in notes.
 3. Use Tell Me What You Want To Do → Search “Protect Workbook”.
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10] CUSTOMIZING QUICK ACCESS TOOLBAR

Tasks:

1. Add commands:
 - Save, Undo, Redo, Sort Ascending, Print Preview
2. Add Email, Chart Wizard to toolbar.
3. Remove one unused command.
4. Reset toolbar to default and recheck.

Submission:

- Save File As: Excel_Lab_Practice_[YourName].xlsx
- Each section on a **separate sheet** (rename as Home, Insert, PageLayout, etc.)
- Submit via email – smsitlab@gmail.com