

## ✓ Worksheet 1: Entering and Editing Data

### Task

Enter the following data and correct mistakes.

### Sample Data

A	B
Name	Marks
Raju	55
Sita	60
Rakesh	48

### Activity

1. Enter the above data in Excel.
2. Edit "Rakesh" to "Rakesh Kumar".
3. Change Marks 55 → 65.

### Syntax / Steps

- Enter: Click cell → type → Enter
- Edit: F2 → edit value
- Delete characters: Backspace
- Replace value: Click cell → type new value

## ✔ Worksheet 2: Copy, Cut, Paste, Paste Special

### Task

Use Copy, Cut, Paste, and Paste Special functions.

### Sample Data

A	B
Apple	40
Banana	20
Mango	30

### Activity

1. Copy column A → paste it in column C.
2. Cut column B → paste it in column D.
3. Use Paste Special → Values on column C.
4. Use Paste Special → Formats on column D.

### Syntax / Steps

- Copy: `ctrl + c`
- Cut: `ctrl + x`
- Paste: `ctrl + v`
- Paste Special: `Home → Paste → Paste Special → Values / Formats`

## ✓ Worksheet 3: Formatting Data & Right-Click Options

### Task

Format the following sample table.

### Sample Data

Product	Price
Pen	10
Book	120
Bag	450

### Activity

1. Bold headings (Product, Price).
2. Center align all data.
3. Format Price column as Currency (₹).
4. Apply right-click to change font size to 12.
5. Apply cell border to full table.

### Syntax / Steps

- Bold: **Ctrl + B**
- Alignment: Home → Alignment → Center
- Currency: Home → Number → Currency
- Right-click → Format Cells → Font → Size
- Home → Borders → All Borders

## ✓ Worksheet 4: Saving, Page Setup & Printing

### Task

Prepare the sheet for printing.

### Activity

1. Save file as: Excel\_Practice.xlsx
2. Page Layout → Orientation → Landscape
3. Set Margins → Narrow
4. Print Preview.

### Syntax / Steps

- Save: `Ctrl + S`
- Page Setup: Page Layout → Page Setup
- Print: `Ctrl + P`

## ✓ Worksheet 5: Headers and Footers

### Task

Insert header and footer.

### Activity

1. Insert Header: "Excel Practice – Unit II"
2. Insert Footer: Page Number

### Syntax / Steps

- Insert → Text → Header & Footer
- Select Header area → type text
- For page number: Header & Footer Tools → Page Number

## ✓ Worksheet 6: Data Manipulation

### Task

Insert, delete, clear, and move data.

### Sample Data

A	B
Name	Salary
Ajay	25000
Mahesh	30000

### Activity

1. Insert a row between Ajay and Mahesh.
2. Enter: Ravi → 28000
3. Delete the row containing Ajay.
4. Move Mahesh's row below Ravi using drag & drop.

### Syntax / Steps

- Insert row: Right-click row → Insert
- Delete row: Right-click row → Delete
- Move: Select row → move mouse to edge → drag

## ✔ Worksheet 7: Using Names and Ranges

### Task

Create and use named ranges.

### Sample Data

A	B
Jan	5000
Feb	6000
Mar	5500

### Activity

1. Select B1:B3 → Formulas → Define Name → Type: Sales
2. In any cell type:

```
sql
```

```
=SUM(Sales)
```

3. Verify output = 16,500

### Syntax

- Create Name: Formulas → Define Name
- Using Name in Formula: `=SUM(Name)`

## ✓ Worksheet 8: Filters

### Task

Apply filters to data.

### Sample Data

Name	Marks
Raju	85
Sita	60
Arjun	90
Ravi	45

### Activity

1. Apply filter.
2. Filter Marks  $\geq$  60.
3. Show only students scoring  $<$  60.

### Syntax / Steps

- Select headings → Home → Sort & Filter → Filter
- Filter dropdown → Number Filters → Greater than / Less than



## ✓ Worksheet 9: Sort

### Task

Sort the data.

### Sample Data

A	B
Pen	5
Book	50
Bag	300

### Activity

1. Sort Product names A–Z.
2. Sort Price Largest to Smallest.

### Syntax / Steps

- Select table → Home → Sort & Filter → Sort A to Z / Z to A
- Custom Sort → Sort by Price → Largest to Smallest

## ✔ **Worksheet 10: Data Validation – List**

### **Task**

Create a dropdown list.

### **Sample Data**

Allowed options:

- Yes
- No
- Maybe

### **Activity**

1. Type the above 3 values in cells F1:F3
2. Select cell B1
3. Data → Data Validation → Allow: List
4. Select Source = F1:F3
5. Test dropdown in B1.

### **Syntax / Steps**

- Data Validation: Data → Data Tools → Data Validation
- Allow → List
- Source → select range