

Assignment-1

Q1) Give keyboard shortcuts for the following:

1. To go to a specific cell
2. To create chart
3. To open excel formula window
4. To edit the selected cell
5. To open print dialog box

Q 2) Create following datasheet in excel and calculate strike rate for all given players and write steps of the following questions.

The formula to calculate strike rate is:-

$$\text{Strike rate} = \frac{\text{Run scored}}{\text{Ball played}} \times 100$$

| SCORE BOARD | | | |
|-------------|------------|-------------|-------------|
| INDIA | | | |
| Player Name | Run scored | Ball played | Strike rate |
| Sachin | 78 | 45 | |
| Saurav | 58 | 27 | |
| Dravid | 98 | 87 | |
| Yuvraj | 78 | 99 | |
| Total runs | | | |

- a) Calculate total run scored by the team by using function in Excel and place it in D12 cell.
- b) Use function in Excel to find maximum and minimum runs scored and places them in D13 and D14.
- c) Change the alignment of column B,C and D to center align.

Q 3) Write the cell address of the following:

1. Last row, last column
2. 21th row, 13th column
3. 18th row, 61th column
4. 50th row, 2nd last column
5. First row, 15th column

Assignment-2

Q 1) Give the output of the following:-

1. =Left(Mid("You will never win if you never begin",10,25),9)
2. =Mid("Have a nice day@@",8,15)
3. =Proper (Upper("A book is a gift you can open again and again"))
4. =Round(14.567,2)
5. =Even(0)
6. =POWER(CEILING(12,3),2)
7. =8^5
8. =power(6,0)

Q 2) Find the error and write the correct function:

1. =Proper(Understanding is a two-way street,4)
2. =Right(victory,2)
3. --lower("Joy comes from using your potential")
4. =cellng(3.14,2)

Q 3) How can you do the following , write the function name and the output:-

1. Extract purpose from the sentence - Great minds have purposes; others have wishes.
2. Get the last three digits of roll number- 10028
3. Multiply 3 five times.
4. Get the integer value of the number – 100.45

Assignment-3

Q 1) Write the steps of the following:-

1. Give a dashed outline to a cell
2. To format a number as a currency

Q 2) State true or false:-

1. The default font style in Excel is Regular
2. Trim function inserts spaces between words.
3. Ctrl+N are the shortcut key to open format cell dialog box
4. Fill color icon Is used for adding background color to a cell
5. If cell b6 contain =30+6/4-5 then the output is zero.
6. Floor is a text function