

Resource Metadata

Level	Undergraduate
Duration	2 practicals (approx. 1.5 hours each)
Software Required	Microsoft Excel

Learning Outcome

Students will be able to **create, format, and manage Excel workbooks** that integrate both visual presentation and computational logic, enabling them to produce accurate, readable, and professional documents suitable for real-world applications. They will demonstrate **problem-solving abilities** and maintain **quality control** through careful formatting and formula validation.

Practical 1 Formating Excel Sheet

1. Open Excel

Create a new workbook.

Note: You have asked to make a statement, showing the expenses incurred by your office for September 1998.

You have decided that your statement will be in the form below.

Step1:

Set the column widths of A, B, and C to 4, 30 and 15 respectively.

Step2:

Move the cursor to cell B1 and enter **THE ABC CO.LTD** (It should be centre aligned)

Move the cursor to cell A3 and type in:

STATEMENT OF EXPENSES FOR August 2014.

After that, move the cursor to A4 and make the entry **No.**

Similarly, enter **PARTICULARS** and **AMOUNT** in cells B4 and C4 respectively.

Now you are ready to make the entries for each item.

THE ABC CO.LTD		
STATEMENT OF EXPENSES FOR August 2014		
<i>No</i>	<i>PARTICULARS</i>	<i>AMOUNT</i>
1.	<i>Salary X</i>	<i>12,456.50</i>
2.	<i>Rent X</i>	<i>4,000.00</i>
3.	<i>Travelling X</i>	<i>13,450.00</i>
4.	<i>Miscellaneous</i>	<i>13,697.34</i>
5.	<i>Salary Y</i>	<i>12,450.00</i>
6.	<i>Rent Y</i>	<i>4,005.00</i>
7.	<i>Travelling Y</i>	<i>14,258.00</i>

Step3

Apply a different font and font size to each item on the worksheet.

Apply Bold, Italic, and Underline formats to your document.

Step4:

Save it as ***Practice1***

Practical 2 Using Mathematical instructions within Spreadsheet

This lab exercise enables you to practice on how to:

- enter simple mathematical instructions ($\Sigma...$) within the spreadsheet.
- use COPY command and PASTE to duplicate process.

- Create the spreadsheet as shown below.

Given that: Annual Total = Respective sums of four quarters of each category.
 Qrtly Total = Respective sums of each quarter of all categories.
 Expenses = Sum of annual Total or = Sum of Qrtly Total
 Net Income = Income - Expenses

	A	B	C	D	E	F
1			Budget Spreadsheet			
2						
3	Budget	First	Second	Third	Fourth	Annual
4	Category	Quarter	Quarter	Quarter	Quarter	Total
5						
6	Supplies	37.69	42.75	42.75	35	
7	Travel	300	250	375	300	
8	Phone	75	75	75	75	
9	Xpress Mail	106.25	65.75	75.6	89.35	
10	Periodical	72.5	55	35.68	65.8	
11						
12	Qrtly Total					
13						
14	Income=	4500				
15	Expenses=					
16						
17	Net Income (Loss)=					
18	Name: xxxxxxxxxxxxxx				Class: xxxxxx	

- Save your work as **Practice2**