



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department : Computer Science	Year :2020-2021
Worksheet no:3	Topic: MS Excel	

Practical Exercise

I. Open Excel & create the following worksheet.

	CITY	MAX TEMP	MIN TEMP
1	MUMBAI	33°c	28°c
2	CHENNAI	38°c	29°c
3	MAHARASHTRA	40°c	30°c
4	DELHI	35 °c	24 C
5	AHMEDABAD	32C	21C
6	CHANDIGARH	37C	21C
7	BENGALURU	31C	20C
8	SIMLA	30C	19C

- Choose the proper font size & style for the title.
- Center Align the Max & Min temperature.
- Change the heading color to green.
- Change the font style of cities to bold and italic.
- Change the color of MAX TEMP cells to yellow and MIN temp cells to blue.
- Apply a border to the table.
- Save the workbook as 'Temperature'.

II. Open Excel & create the following worksheet.

a. Select row 1 by clicking the header.

b. In the Home tab, click on format & then row height.

c. A row height dialog box appears.

d. Make the height 25 and click on ok button.

e. Select column B by clicking the column header.

f. In the home tab, click on format and then column width.

g. In the column width dialogue box, make the width 15 and click ok button.

h. Insert two blank rows between 'Gaurav' & 'Akash'.

10	Rajender	13	4678	VI	03/05/2009
11	Manya	12	5467	VI	10/08/2009

h. Save the workbook as 'Students detail'.

Roll number	Name	Age	Admn.no	Class	Date of Admn.
1	Ravina	12	1045	VI	27/08/2004
2	Priya	12	1240	VI	11/12/2006
3	Sonia	13	1499	VI	09/08/2007
4	Puneet	15	1500	VI	13/10/2006
5	Pawan	11	2121	VI	15/06/2005
6	Sunil	12	1090	VI	23/04/2007
7	Rajesh	12	1289	VI	12/12/2008
8	Manish	13	3211	VI	10/10/2005
9	Gaurav	12	1234	VI	04/03/2003
10	Akash	14	1267	VI	10/08/2002