**MS Excel**

**Worksheet -2-**

**Session 17,18 (P :273-302 )**

1. Create new workbook with (MS Excel)
2. Add data to the worksheet as shown below(use auto fill)
3. As shown in the above figure, apply the following format :

Adjust the text alignments to center.

Change the background color of the first row to blue and merge the cells . - add a border to the table.

1. Use wrap text command to display long text into multiple lines .
2. By using function, calculate the following:
	1. The total of the sales in each month.
	2. The average of the sales in each month.
	3. The maximum sales in each month
	4. The minimum sales in each month.
	5. Count the kinds of fruit that have been sold in each month.
	6. Count the kinds of fruit that have been sold with a specified sale amount in each month.
	7. The total of the sales for each fruit in the four months.
	8. If the total of the sales of each fruit in the four months over 1000 write high in the level column else write low.
	9. Count the numbers of the fruit that has high total.
	10. Calculate the sum of the high total of each fruit
3. Insert a column chart for the data of product name and its total sales.
	1. Chart elements button
	2. Chart styles button
	3. Chart filters button
	4. Chart styles
	5. Chart title
	6. Axis titles
	7. Data labels
	8. Changing chart data.
	9. Changing chart type
	10. Moving the chart

7- Worksheet background.

8-sheet right to left.

9- Hide gridlines and heading of columns & rows.

10-(print options)

In new worksheet add the data below:



1. As shown in the above figure, apply the following format :

Add Dollar sign to salary and bonus column. - adjust the text alignments to center.

change the background color of first row to green and merge the cells . - add a border to the table.

1. Apply this format to the title : font size :16, font colour: blue, bold , underline.
2. Use wrap text command to display long text into multiple lines
3. Calculate the annual salary where annual salary= (salary + bonus)\* 12
4. By using function, calculate the following:
	1. The total.
	2. The average.
	3. The number of employees who have bonus.
	4. If the annual salary over 20000 write high in the level column else write low.
5. Apply conditional formatting to the annual salary data to highlight the cells above $20000
6. Insert a column chart for the data of employee name and his annual salary.
7. Add titles for the chart and for the Axis
8. Move the chart to new sheet

HW:

Use the lower, upper, Len & proper functions and write Their functions.