Microsoft excel exercises for students pdf

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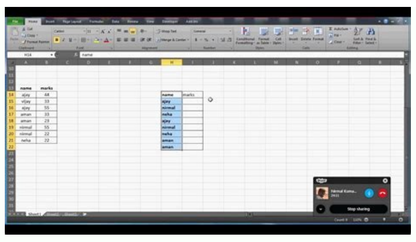
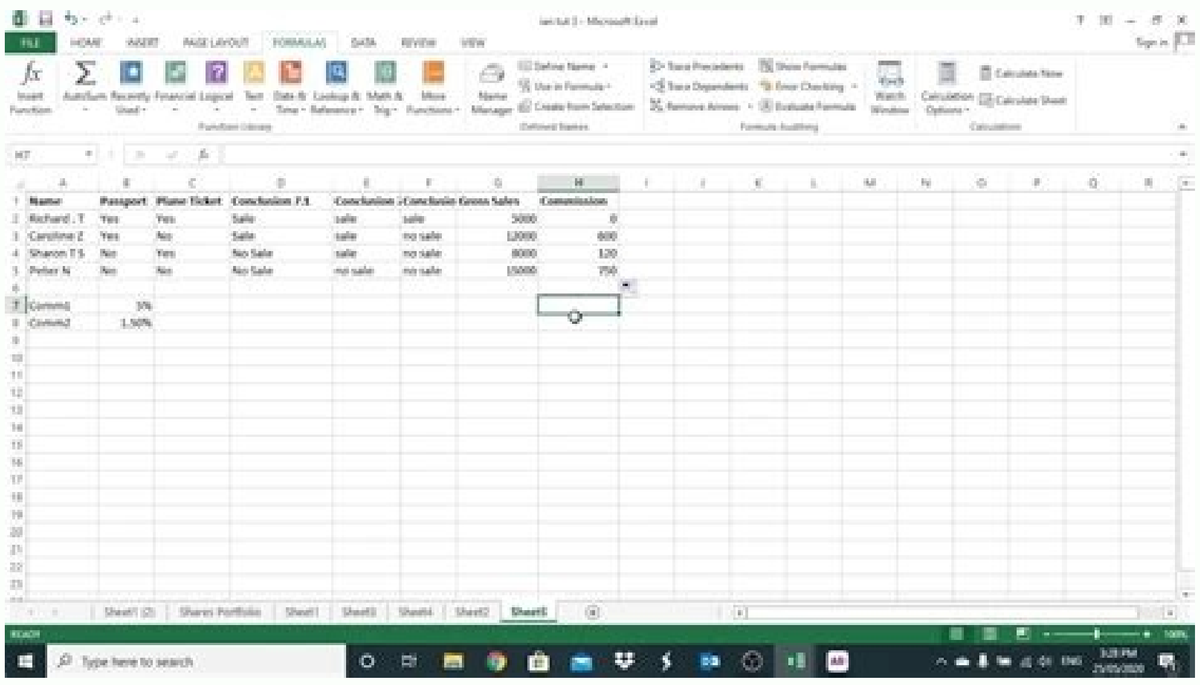
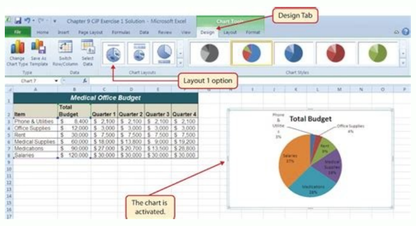






---------- Ms. Excel ----------

Ms. Excel

Exercises:

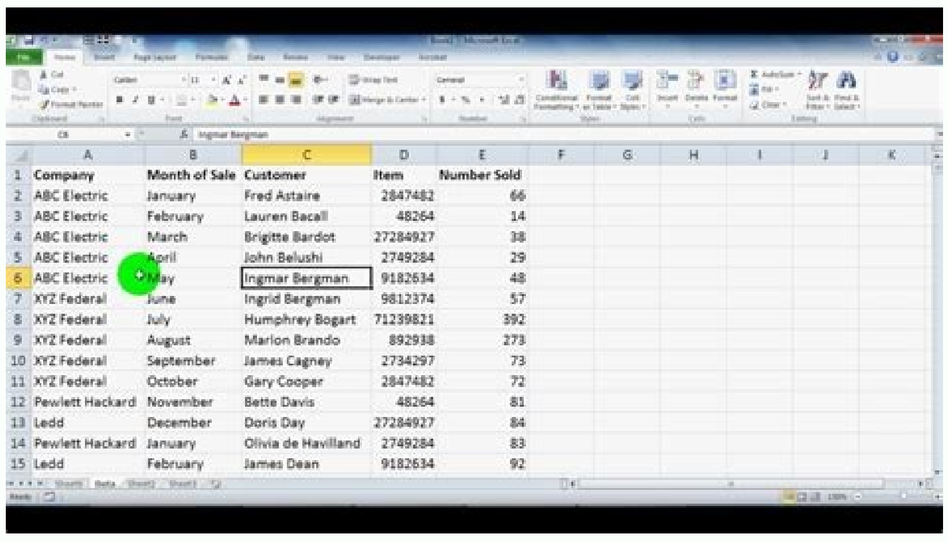
1. State whether the following statements are True or False.
   a. Ms. Excel is a spreadsheet package.
   b. Ms. Excel is used to create documents like letters, essay etc.
   c. Columns are labeled as A, B, C ..... IV.
   d. MM300 is a valid cell address.
   e. A cell is the basic unit for data entry.
   f. There are 256 columns in Ms. Excel.
   g. You can not perform calculation with DATE and TIME.
   h. Ctrl key is used to select the non continuous data.
   i. Column widths are fixed in Ms. Excel.
   j. Goal Seek changes the target value with respect to the supporting cell.
   k. Chart is a graphical representation of data in worksheet.
   l. Many types of chart can be created using the same data.
   m. Non-printing lines on the worksheet is called grid.
   n. Rows are labeled as A, B, C .....
   o. A cell is addressed by its column heading and row number.
   p. = sign is given before entering formula.
   q. A cell range is enclosed in a parenthesis.
2. Describe Ms. Excel in brief.
3. What is a cell? How is it addressed?
4. Differentiate between a worksheet and a workbook.
5. What are operators? Explain the different types of operators supported by Ms. Excel.
6. What are the advantages of freezing cells?
7. Name any 5 built in functions in Ms. Excel.
8. What is a chart?
9. What are the different types of number formats?
10. What is the purpose of creating custom list?
11. Name any 5 charts that can be created in Ms. Excel.
12. What is spreadsheet?
13. What is a worksheet?
14. What is a cell reference?
15. How is a cell addressed?
16. Define a row, column and a cell.
17. What is a function?
18. What is a chart?
19. Name any 4 charts that can be created by Ms. Excel.
20. What is an operator? Give examples.
21. What is sorting and filtering?
22. What is the importance of border and shading?

Solve the following problem by using suitable Numeric operators and functions:

1.

	A	B	C	D	E	F	G
1	S.N.	Items	Rate/ unit	Qty	Total	Discount (10%)	Net Total
2	1	Mouse	150	15			
3	2	Keyboard	550	12			
4	3	FDD	625	8			
5	4	Monitor	7500	5			
6	5	CD ROM	1650	6			

Calculate:
1. Total of each items.
2. Discount amount of each items.
3. Net total of each item.
4. Difference between the rate of mouse and keyboard.



Excel benefits for students. List of microsoft excel exercises for students. Microsoft excel exercises for students pdf.

Exercise #1 This exercise explains formulas and functions. Objectives: Practice in creating formulas. Practice in creating functions. Learn that the same result may be generated by different formulas. Please click here to start the first exercise. Exercise #2 This exercise is a simple spreadsheet to help you practice using spreadsheets and using the IF function. Objectives: More practice in formatting. More practice in entering and copying formulas. To use the IF function in a spreadsheet. Please click here to start the second exercise. Exercise #3 This exercise will take you through the steps neccessary to complete a spreadsheet. Objectives: Format text by changing size and color. Enter data into specific cells. Format the entered data as currency Enter formulas using both absolute and relative references. Enter a function and set it up with the required information. Please click here to start the third exercise. Practice Spreadsheet Lab Test This exercise is complex and is similar in style to a lab test. Objectives: To use a wide variety of formulas and functions in a spreadsheet. To practice with absolute and relative references. To prepare for the Spreadsheet Lab Test Please click here to start Practice Spreadsheet Lab Test. You can test your Excel skills with W3Schools' Exercises. Exercises We have gathered a variety of Excel exercises (with answers) for each Excel Chapter. Try to solve an exercise by editing some code, or show the answer to see what you've done wrong. Count Your Score You will get 1 point for each correct answer. Your score and total score will always be displayed. Good luck! Start Excel Exercises ❯ If you don't know Excel, we suggest that you read our Excel Tutorial from scratch. Welcome to Excel Practice Online! On this website, you will learn and practice Excel functions and tools! Now you can practice Excel everywhere! You can even practice on your mobile phone! Every function and tool has an explanation followed by an online excel exercise which can be solved within the page itself, no need to download anything – All thanks to the amazing powers of Excel Online! The tutorials are sorted from beginner level to advanced level. If you like this site please share it with your friends! Tip for mobile phone users – tap twice on the cell you want to edit in order to edit it. Articles Beginner Basics Shortcuts Formulas/Functions Tools Intermediate Conditional Lookup Pivot tables Text Formulas Date functions Advanced Index & Match lookup Other advanced tools Power Query Secret Excel Functions This section covers Excel functions that are not available in most of Excel's versions. These functions will unlock a new set of capabilities such as fining only unique values, sorting, and filtering – the tutorials below will help you with mastering Excel's new functions! Financial Functions Learn how to use Excel to make financial calculations! Excel Macros – VBA (Visual Basic for Applications) Start here – How to run your first VBA Macro in Excel without knowing VBA? Excel Data sheet for practice Want to do some freestyle practice? Create your own Excel playground with our blank excel Worksheet! Excel-Online Blank Worksheet Excel practice Data How to calculate in Excel How to calculate GPA in Excel Welcome to the fun, hands-on way to learn Excel! My name is Jake and I'm known as a spreadsheet wizard around my office, but it wasn't a fast or easy process to get here. I watched several hours worth of Excel training videos, but found I didn't really master a formula until I actually got my hands dirty and used the formula at work. It took me a few years of working in finance and consulting- using Excel nearly every day- to internalize all the keyboard shortcuts and functions. I started wondering why there wasn't an easier and faster way to master Excel. Like I mentioned before, I spent hours watching Excel training videos, but they were honestly kind of boring. I'd find myself zoning out and would need to rewind and re-watch each video two or three times. And without immediately putting the techniques from the videos into practice, I'd forget the techniques right after watching the video. Excel Practice Done Right Practice Excel the right way - in small, bite-sized, engaging lessons, rather than falling asleep reading a lengthy article or daydreaming through a long video. This is Excel practice for those who learn by doing, not by watching. There's a reason thousands of people are choosing to get their Excel practice from Excel Exercises: because it works. Each lesson is designed to keep you engaged and entertained while walking you through new concepts, so that you can't advance if you're not absorbing the information. That's just one of the ways Excel Exercises helps you learn more efficiently and maximize your practice time. We walk you through all the Excel functions that you need to know, forcing you to type through practice exercises to get hands-on and commit them to memory. You'll also practice keyboard shortcuts on your own keyboard to build muscle memory and get faster at manipulating spreadsheets. Through hands-on repetition and smart skills targeting, I've distilled all the skills I've learned from years of working with Excel to a program that can be completed in a matter of days. Have Fun While You Learn With Excel Exercises These practice exercises aren't just engaging; they are actually fun. Score points by answering questions correctly and advance through the levels as you learn, rather than relying on boring memorization. You'll start by practicing some easy skills and work your way up to practicing more advanced techniques. By gradually introducing new concepts for you to practice, we make it easy to learn all the techniques you need to become an Excel master. Whether you're searching for easy Excel practice exercises or more advanced formula practice, Excel Exercises offers a fun learning experience for all skill levels - it doesn't even feel like learning! Thousands of people have already used Excel Exercises to practice Excel skills and advance their careers. Solid Excel skills are critical for most finance, accounting, consulting, and other data-oriented jobs. And let's be honest - if your shortcut game is on point you'll impress anyone watching over your shoulder. Learn Excel the fun way today and get your career moving in the right direction. This page lists 151 Excel exercises. You can use the menu on the left to show just exercises for a specific topic.This page lists 151 Excel exercises. You can use the menu above to show just exercises for a specific topic. Software: Excel Version: Excel 2010 and later Topic: Charts Level: Relatively easy Course: Excel Introduction Exercise: Selecting car sales data to compare sales for men and women, using various different chart types. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Charts Level: Average difficulty Course: Excel Introduction Exercise: A more complex exercise, asking you to change virtually every part of the appearance of a chart. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Masking Level: Average difficulty Course: Excel Business Modelling Exercise: Use a mask in an Excel 2007 spreadsheet model to create a tax calculation which omits one specified month, when you can choose to take a tax holiday. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Masking Level: Average difficulty Course: Excel Business Modelling Exercise: Create a mask to turn off a revenue stream in an Excel 2007 model when a person is in jail - the start and end period for this jail term are variable. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Basic printing Level: Average difficulty Course: Excel Introduction Exercise: Use Microsoft Excel 2007 to specify your print settings for a small amount of data, ensuring that it is suitably aligned and sized upon the page. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Charts Level: Average difficulty Course: Excel Introduction Exercise: Use the Charting Tools in Microsoft Excel 2007 to convert a selection of your data into a customised chart. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Basic tables Level: Average difficulty Course: Excel Intermediate Exercise: Use the Custom Sort Tool in a Microsoft Excel 2007 Table to rearrange a large table of data into a more user-friendly view. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Basic printing Level: Average difficulty Course: Excel Introduction Exercise: Transform the way your Printouts appear using Microsoft Excel 2007. This exercise will ensure you never come back from the printer with those extra few sheets that you did not anticipate !. Go to exercise ... Software: Excel Version: Excel 2013 and later Topic: Charts Level: Average difficulty Course: Excel Introduction Exercise: Selects all the data and creates a line chart which has to be formatted to display time across X axis. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Charts Level: Harder than average Course: Excel Introduction Exercise: Create a Line Chart in Microsoft Excel 2007 to reflect fluctuations in a variable over a period of time. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Basic printing Level: Harder than average Course: Excel Introduction Exercise: Insert your own Page Breaks in Microsoft Excel 2007. No need to go to Page Break Preview, as you can add them in Normal View now !. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Charts Level: Harder than average Course: Excel Introduction Exercise: Use the charting tools in Microsoft Excel 2007 to give a graphical representation of some Population statistics. Go to exercise ... Software: Excel Version: Excel 2010 and later Topic: Data tables Level: Harder than average Course: Excel Business Modelling Exercise: Create a two-way data table in an Excel 2007 model, comparing the NPV for an investment for different discount rates and different initial outlays. Go to exercise ... You can search our full list of Excel exercises here. Or why not learn to do them the right way on one of our classroom Excel training courses in the UK, or on one of our live online Excel courses wherever you are in the world? This page has 0 threads Add post

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