

Ms Excel - Assignment 1

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Please prepare both sheets as per samples given below:

Sheet 1

	A	B	C	D	E
1	<u>Sale List</u>				
2	Sr. No	Product Name	Rate	Qty	Total
3	1	A	50	10	500
4	2	B	100	2	200
5	3	C	200	5	1000
6	4	D	15	15	225
7	5	E	5	50	250
8		Total		82	2175
9		Average Rate		26.52439	

Sheet 2

	A	B	C	D
1	<u>Student Detail</u>			
2	RollNo	Name	Address	City
3	1	Ali	Bosan Road	Multan
4	2	Hussain	Cantt	Multan
5	3	Nasir	Shalimar colony	Multan
6	4	Akber	Zakaria Colony	Multan
7	5	Zeeshan	Nazima Abab	Multan
8	6	Tehseen	Cantt	Multan
9	7	Kashif	Shalimar colony	Multan
10	8	Adnan	Zakaria Colony	Multan
11	9	Shahzad	Mall Road	Multan
12	10	Wasif	Bosan Road	Multan
13				

Guidelines for assignment

- Apply merge for **Sale List**, using wrap text for **Product Name**, add borders around the entire table.
- Use **SUM** function to compute total
- Use **AVERAGE** function to compute average
- Format the sheets as per template
- Record the video to both sheets with voice and explain the sheets
- Upload the video in Ms Team assignment