

Ms Excel - Assignment 3

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Please prepare worksheet as per samples given below:

Sheet 1

Attendance Report										
Roll No	Student Name	01-Jan	02-Jan	03-Jan	04-Jan	05-Jan	Total Present	Total Absent	Percentage (%)	
1	Hamza	1	1	1	0	1	4	1	80%	
2	Ali	0	1	1	1	1	4	1	80%	
3	Nasir	1	1	1	1	1	5	0	100%	

- Apply merge and center for **Attendance Report**, use wrap text for **Total Present**, **Total Absent** and **Percentage (%)**, add borders around the entire table.
- Use **Sum** function to compute **Total Present**
- Use **CountIF** function to compute **Total Absent**
- use the formula for calculation of **Percentage (%)**
- Format the worksheet as per template
- Record the video to both sheets with voice and explain the sheets
- Upload the video in Ms Team assignment or Google Class