

Q.1: Type the following data in worksheet1 and rename it as "Assessment". (30 Marks)

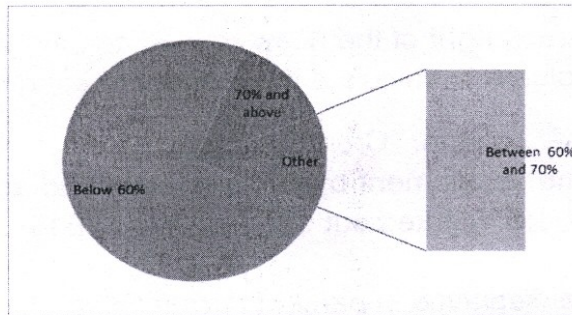
	A	B	C	D	E
1	<b>STUDENT MARK SHEET</b>				
2	Student_Name	Student_ID	Assignment 1	Assignment 2	Assignment 3
3			Raw marks	Raw marks	Raw marks
4	Amit	87596	65	71	93
5	Chauhan	25478	87	65	68
6	Einstein	56879	70	67	79
7	Ajay Kumar	25786	71	72	70
8	Manjit Singh	45783	71	85	69
9	Ravindra Singh	87965	84	67	81
10	Deepak Kumar	25147	92	79	80
11	Yadav Ajay	58796	84	65	71
12					
13					
14	Marked Out of	100			
15	Result percent	300			

- A. Insert new column to each right of the "Raw marks" column and type "Percent" in column header of each new column to calculate the percent of each raw mark.
- In the "Percent" column, Create a formula that will calculate the students percentage for the assignment by using relative and absolute cell referencing. The absolute value is the "Marked out of" value in cell B14
  - Percentage to be displayed in percent format (%) and to include one decimal place.
- B. Create a column to the right of the percent column of assignment 3 and enter the column header name as "Final Mark".
- Final mark = (Assignment1 percent x Assignment1 mark) + (Assignment2 percent x Assignment2 mark) + (Assignment3 percent x Assignment3 mark). Numbers should not have decimal value.
  - "Final Mark Percent" column should be created in next column and calculate the percentage of every students by using absolute value of "Result percent" in cell B15. Percentage to be displayed in percent format (%) and to include two decimal place.
- C. Insert last column named as "Grading" and apply formula that will display an "Excellent", if the student got a final mark percent is equal to 70% or higher and will display "Very Good" if they did not get a mark over 70%. Excellent should be format in red text through conditional formatting.
- D. Finally, prepare the sheet for printing as per following formats.
- Page size A4, Margin – Normal, Orientation- Landscape, Scale to fit 80% scale,
  - Font type Arial , size 11
  - Border table : Inside - double line and outline- single
  - Title should be merged and centre with bold.
  - Set the workbook view in Page Layout.

Q.2: Start work in a new worksheet and rename it "Assessment Statistics". Inside this worksheet type the following data as given row and column headers of respective cells and Count the number of students as per criteria by using cell reference formula with "Assessment" worksheet.

(20 Marks)

	A	B	C	D	E
1	<b><i>Criteria</i></b>	<b><i>Assignment 1</i></b>	<b><i>Assignment 2</i></b>	<b><i>Assignment 3</i></b>	<b><i>Final Mark Percent</i></b>
2	<b><i>Below 60%</i></b>				
3	<b><i>70% and above</i></b>				
4	<b><i>Between 60% and 70%</i></b>				
5					



1. Format column and row header to be bold and italic style.
2. Insert 2-D Pie Chart of "Criteria" and "Final Mark Percent".
3. Change Chart type to "Bar of Pie".
4. **Format data labels of chart:**
  - a. Label Options: Category Name
  - b. Label Position: Best Fit
  - c. Legend : None