

NOTICE

Date: 26/11/2025

All the students of MS Excel, SEC, 3rd semester are hereby notified that your Assignment is to be submitted by 15/01/2026.

Assignment submission link(Google Form):

<https://forms.gle/2AAX69txKHJaXwWx9>

Last Date of submission: 15/01/2026

Instructions:

- Assignments must be submitted in a spreadsheet.
- The file size must not exceed 1MB.

Questions:

1. Create a new workbook and save it with the name Student_Info.xlsx :
 - a. Enter the details of 10 students: Name, Roll No, Class, and Marks in 3 subjects.
 - b. Format the worksheet by applying borders, font styles, and background color.
 - c. Rename the worksheet as "Student Data" and insert a header and footer.
 - d. Adjust column widths and row heights to fit the data properly.
 - e. Use the Wrap Text and Merge & Center options for a title row.
 - f. Insert a new row and column in your data and input additional student information.
 - g. Calculate the Total Marks and Average Marks of each student using formulas.
 - h. Apply the IF function to assign grades (e.g., IF(Average \geq 60, "Pass", "Fail")).
 - i. Use the MAX, MIN, and COUNT functions on marks.
 - j. Create a Pie Chart showing percentage-wise marks of a single student.

- k. Freeze the top row and the first column to make headings visible while scrolling.
- l. Prepare a print-friendly version of your worksheet using Page Layout settings.