

	A	B	C	D	E	F	G
1	Name						
2	Roll No						
3							
4	<b><u>Category wise list of candidates</u></b>						
5	Year	SC	ST	OBC	Gen	Total	
6	2000	100	25	225	556		
7	2001	105	45	230	852		
8	2002	123	133	412	965		
9	2003	85	39	362	475		
10	Average						
11							

By following the given steps, you have to design the above worksheet using MS-Excel:

1. Open new Workbook of Excel.
2. Set paper size to 'A4', orientation to Portrait and margin to 'Normal' or according to given measurement.
3. Change font size of cell to '14' and font name to 'Arial'.
4. Merge the cells of row 4, change the font size to 16 and make it Bold, Underlined and Center aligned.
5. Make the title of category and year (content of row 5 and column A) Centre aligned and figures (data entered in concerned cell) Right aligned.
6. Change the Background colour of Total and Average to given colour (as shown in above worksheet) and used appropriate function of excel to get these values.
7. Create border as given in above worksheet.
8. Adjust Height and Width of cells as required.
9. Save your Workbook with the name in given format and also Print this Worksheet.