

	A	B	C	D	E	F	G
1	Name						
2	Roll No						
3	www.sscadda.com						
4	<u>Subject wise Marks of students</u>						
5	Class 1	Maths	Hindi	English	Total	Average	
6	A	97	66	98			
7	B	44	42	66			
8	C	68	78	95			
9	D	98	80	93			
10	E	79	85	99			
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 Subject and student (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.