

	A	B	C	D	E	F	G
1	Name						
2	Roll No						
3							
4	<b><u>Scoresheet of class XII</u></b>						
5	School Name	Marks in Test	Marks in practical Exam	Total student	Total marks	Average per student	
6	sarvodaya Vidyalya	2678.75	435.7	345			
7	Delhi Public School	3242.35	345.5	368			
8	Lko Govt School	3424.77	234.75	789			
9	Loreto convent	5336.75	432.5	234			
10	Total Marks						
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 Landscape 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 Marks and schools (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.