

# LAB EXERCISE

Microsoft Word



Microsoft Excel



Microsoft PowerPoint



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**LAB EXERCISE**  
**MS WORD**  
**MS EXCEL**  
**MS POWERPOINT**

by:

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**Politeknik Ungku Omar**

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## LAB EXERCISE - MS WORD, MS EXCEL, MS POWERPOINT

Politeknik Ungku Omar 2022

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Cetakan pertama 2022

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## **PREFACE**

Microsoft Word, Excel and PowerPoint are some of the widely used Microsoft Office product. Microsoft Word is used for creating documents such as reports and books. Microsoft excel can be used to manage, organize and analyze the data. Microsoft PowerPoint is helpful to create presentation.

Our aim is to expose students to this application software. It is designed for those who have no prior knowledge or skills in using this application software. It consists of guideline on how to use this application software. At the same time, it will develop necessary skills and knowledge to allow them to work on tasks independently using Microsoft Word, Excel and PowerPoint. This book is useful for those who wish to equip themselves with Microsoft Word, Excel and PowerPoint skills.

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## LAB EXERCISE 1: MICROSOFT WORD

### ACTIVITY

- i. Create new document
- ii. Practice text editing features
- iii. Practice text formatting features
- iv. Perform proofing and protection features

You are required to create the following document in a new document.

### **Color Psychology: How Color Meanings Affect Your Brand**

What is Color Psychology?

Color psychology is the study of colors in relation to human behavior. It aims to determine how color affects our day to day decisions such as the items we buy. Does the color of a dress compel us into purchase? Do the colors of a package make us choose one brand over another? Does the color of an icon make us more likely to click on it? The short answer is yes. But the why part is a bit more complicated. Color meanings can have an impact on why we prefer certain colors over others. The same color can also have different meanings that are dependent on our upbringing, gender, location, values, and a variety of other factors.

Why Is Color Psychology Important in Marketing?

Color evokes feeling. It incites emotion. And it's not any different when it comes to selecting colors for your business. Choosing the right colors for your marketing efforts can be the difference between your brand standing out from the crowd, or blending into it. By using colors strategically for your marketing efforts, you can get your audience to see what you want them to see and help them perceive you the way you aim to be perceived. This is why understanding color psychology can be so useful for your marketing efforts. Because it can help you portray your brand the way you want to.

Red Color Psychology

Red is the iconic color used for brands like Coca Cola and YouTube. The color red tends to encourage appetite hence why brands like Coca Cola use it often in their branding. They also use words like happiness in their branding so they use the color red to build excitement. YouTube likely uses the color red due to the excitement of watching videos online. Notice how the red part of their logo is the play button which can help compel someone into action. It encourages you to want to press play on their videos.





### Orange Color Psychology

Orange's color meaning shines through in logos like Nickelodeon and The Home Depot. Nickelodeon is a children's channel and so the logo accurately represents the creativity and enthusiasm that a children's show would need through their playful orange color. The Home Depot sells products that you can use for your home. Many Do it Yourselves (DIY) head to Home Depot to buy products to renovate their home or make adjustments. The orange logo here also represents creativity.

### Yellow Color Psychology

The color yellow is used by brands such as Ferrari and Ikea. Many people dream of driving a Ferrari. The luxury brand is associated with this feeling of happiness, summer and a carefree lifestyle. The Ikea brand also uses the color yellowing in their branding. What does buying furniture have to do with happiness? Well, let's look at who's likely buying those products. Many people who've just bought their first home or are moving out for the first time, will head to Ikea to buy products to furnish their home. This milestone is usually filled with happiness and optimism for the new change making yellow a great color to associate with the brand.

### Pink Color Psychology

Since the color meaning for pink includes feminine it, it's no surprise that brands like Victoria's Secret and Barbie use the color so heavily. Victoria's Secret even named one of their brands Pink. On their website they use a combination of pink and black to highlight key marketing details. Their logo and certain marketing messages also uses the color pink. On Barbie's website, CTA's are in a bright pink color. Their top navigation and drop down menu also subtly use the color. And of corse, their product packaging and logo reinforce the feminine pink color in their branding.

### Green Color Psychology

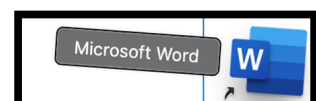
The use of green is made popular by brands such as John Deere and Roots. John Deere's entire brand revolves around nature. Their product line centers around landscaping, agriculture, lawn care equipment and more. The color green is so ingrained into their branding that even their equipment is the same shade of green as their logo. That way, when someone sees that product, they'll immediately know it's a John Deere. Roots is a fashion retailer. However, when browsing their banner images and marketing materials, you'll often find their models in natural outdoor settings. The green logo blends well with their nature imagery helps them attract outdoor enthusiasts as their target market. So even if your products don't necessarily tie to a niche, you can use color to help you attract a specific demographic.





1. Highlight the tittle > Home > Font > Font: Arial > Font Size: 27 > Bold  
Highlight the tittle > Home > Paragraph: 1.5 > Center
2. Highlight the first paragraph > Home > Font > Font: Calibri > Font Size: 12 >  
paragraph > Align left  
Highlight the tittle > Home > Paragraph: 1.15
3. Highlight the second paragraph > Home > Font > Font: Times New Roman >  
Font Size: 12 > paragraph > Center  
Home > Paragraph: 1.5
4. Highlight the third paragraph > Home > Font > Font: Comic Sans Ms > Font Size:  
12 > paragraph > Align right  
Home > Paragraph: 2.0
5. Highlight the fourth until last paragraph > Home > Font > Font: Times Ne Roman >  
Font Size: 12 > paragraph > Justify  
Home > Paragraph: 2.0
6. File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File  
Name: *YOUR MATRIC NO* MICROSOFT WORD 1
7. Perform AutoCorrect Function:  
Review > Proofing > Spelling & Grammar:

eforts	efforts
corse	course
ingraind	ingrained
8. File > Print > Page Setup: Left, right, top, bottom =1.5" > OK > Settings: A4 size >  
Return to document







## LAB EXERCISE 2: MICROSOFT WORD

### ACTIVITY

- i. Practice text editing features
- ii. Practice text formatting features

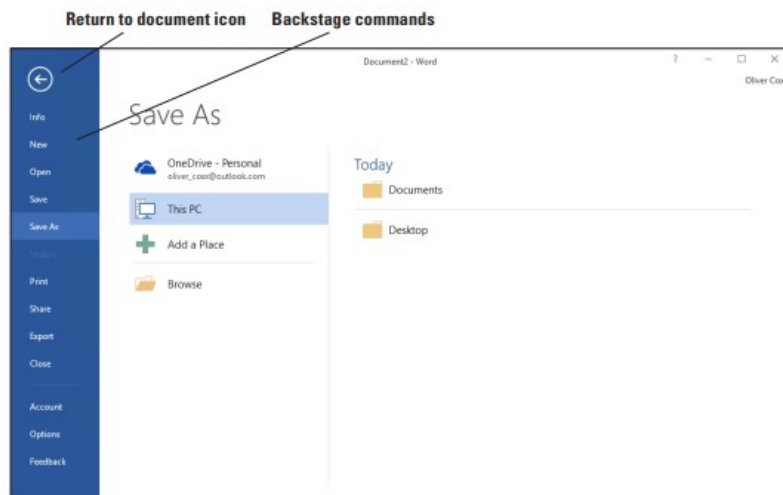
#### Instruction:

1. Open YOUR MATRIC NO MICROSOFT WORD 1
2. Save as YOUR MATRIC NO MICROSOFT WORD 2
3. Highlight the title > Home > Paragraph > Center
4. Highlight the title > Font > Change Case: UPPERCASE
5. Highlight the title > Styles: Heading 1
6. Highlight the first letter in the first paragraph > Insert > Text > Drop Cap: Dropped
7. Highlight all the text > Layout > Page Setup > Columns: 2
8. Highlight all the text > Home > Paragraph > Justify
9. Highlight all the text > Home > Paragraph: 1.5
10. Home > Editing > Find: Navigation: feminine
11. Highlight the word *feminine* > Font > Font Color: Red
12. Highlight the *Red Color Psychology paragraph* > Font > Text Highlight Color: Red
13. Highlight the *Yellow Color Psychology paragraph* > Font > Text Highlight Color: Yellow
14. Highlight the *Pink Color Psychology paragraph* > Font > Text Highlight Color: Pink
15. Highlight the *Green Color Psychology paragraph* > Font > Text Highlight Color: Green
16. File > Save





17. File > Print > Page Setup: Left, right, top, bottom =1.5" > OK > Settings: A4 size > Return to document





### LAB EXERCISE 3: MICROSOFT WORD

#### ACTIVITY

- i. Modify page by using page layout features
- ii. Perform proofing and protection features

#### Instruction:

1. Open YOUR MATRIC NO MICROSOFT WORD 2
2. Insert > Header & Footer > Header: Integral
  - a. Type COLOR AND PSYCHOLOGY at the header
3. Insert > Header & Footer > Page Number: Circle
4. Home > Paragraph > Bullets
  - i. Insert bullet as follow:
    - Red Color Psychology
    - Orange Color Psychology
    - Yellow Color Psychology
    - Pink Color Psychology
    - Green Color Psychology
5. File > Save as > Browse ...> Folder: COMPUTER APPLICATION> File Name: YOUR MATRIC NUMBER MICROSOFT WORD 3





## LAB EXERCISE 4: MICROSOFT WORD

### ACTIVITY

- i. Create a new table.

You are required to create the following table in a new document.

NAME	ASSIGNMENT	QUIZ	TEST
ZAEM BIN HARIS	60	80	85
HAFIZ BIN SHAHRUL	75	55	53
ZIKRY BIN ANUAR	80	47	49
HUDA BINTI MOHD	30	88	37

1. Insert > Tables: 4 columns and 5 rows
2. Type the text below > Font > Arial, 12
3. Highlight the label for each column > Font: Bold
4. Highlight ASSIGNMENT, QUIZ, TEST column > Paragraph: Center
5. Highlight NAME column > Paragraph: Align left
6. File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File Name: YOUR MATRIC NO MICROSOFT WORD 4





## LAB EXERCISE 5: MICROSOFT WORD

### ACTIVITY

- i. Use table content features

You are required to:

1. Open YOUR MATRIC NO MICROSOFT WORD 4
2. Highlight HAFIZ BIN SHAHRUL row > Insert: Insert Below

Fill in the row as shown below:

SITI BINTI ABU	70	58	63
----------------	----	----	----

3. Highlight NAME column > Insert: Insert Right  
Label the column as STATUS and fill in as below:

PASSED
PASSED
PASSED
FAILED
FAILED

4. Save as YOUR MATRIC NO MICROSOFT WORD 5.





## LAB EXERCISE 6: MICROSOFT WORD

### ACTIVITY

- i. Use table content features

You are required to:

1. Open YOUR MATRIC NO MICROSOFT WORD 5
2. Highlight HAFIZ BIN SHAHRUL row > Delete: Delete Rows
3. Highlight QUIZ column > Delete: Delete Columns
4. Save as YOUR MATRIC NO MICROSOFT WORD 6





## LAB EXERCISE 7: MICROSOFT WORD

### ACTIVITY

- i. Use table content features

You are required to:

1. Open YOUR MATRIC NO MICROSOFT WORD 6
2. Highlight LABEL row > Insert: Insert Rows
3. Highlight new row > Layout > Merge: Merge Cells
4. Type CLASS 1 CHEMPAKA >
5. Save as YOUR MATRIC NO MICROSOFT WORD 7





## LAB EXERCISE 8: MICROSOFT WORD

### ACTIVITY:

- i. Perform conversion from table to text.

You are required to:

1. Open YOUR MATRIC NO MICROSOFT WORD 7
2. Highlight the table > Layout > Data: Convert to Text > Tabs
3. File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File Name: YOUR MATRIC NO MICROSOFT WORD 8







## LAB EXERCISE 9: MICROSOFT WORD

### ACTIVITY:

- i. Perform conversion from text to table.

You are required to:

1. Open YOUR MATRIC NO MICROSOFT WORD 8
2. Highlight the whole text > Insert > Tables: Convert Text to Table >
3. File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File Name: YOUR MATRIC NO MICROSOFT WORD 9



## LAB EXERCISE 10: MICROSOFT WORD

### ACTIVITY

- i. Use illustration group

Using your own creativity, create your family tree using SmartArt, Shapes and WordArt.

File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File Name:  
**YOUR MATRIC NO MICROSOFT WORD 10**

Example:





## LAB EXERCISE 1: MICROSOFT EXCEL

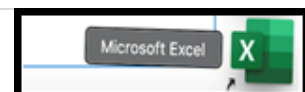
### ACTIVITY

- i. Practice using spreadsheet environment
- ii. Perform data entering and editing

You are required to:

1. Type the following data into a new worksheet.
2. Name the worksheet as **CONTINUOUS ASSESSMENT**.
3. Right click on the sheet tab > Tab Color: yellow
4. Save the workbook as YOUR MATRIC NO MICROSOFT EXCEL 1

NO	MATRIC NUMBER	NAME	QUIZ 1	TEST 1	PRACTICAL 1	TOTAL
1	01DRM22F2001	AIMAN BIN HAZEEL	9	25	15	
2	01DRM22F2002	BADRUL BIN AMIN	8	10	8	
3	01DRM22F2003	MUHAMMAD BIN OMAR	5	20	18	
4	01DRM22F2005	AZRUL BIN ABD FATAH	3	15	10	
5	01DRM22F2006	SYAHMIL BIN HALIM	5	10	10	
WEIGHTAGE			10%	30%	20%	





## LAB EXERCISE 2: MICROSOFT EXCEL

### ACTIVITY

- Practice using spreadsheet environment
- Perform data entering and editing
- Perform modifying a worksheet and formatting cell
- Perform function features

You are required to:

- Open the YOUR MATRIC NO MICROSOFT EXCEL 1
- Highlight the label for each column > Bold
- Insert row:  
Highlight the 01DRM22F2005 row> Right click > Insert  
Fill in the following data in the new row.

NO	MATRIC NUMBER	NAME	QUIZ 1	TEST 1	PRACTICAL 1
4	01DRM22F2004	SITI BINTI ALI	6	17	15

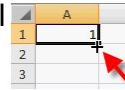
- Insert column between PRACTICAL 2 and TOTAL  
Label the column as MINI PROJECT  
Fill in the following data in the new column

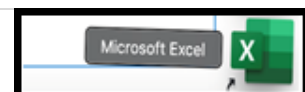
MINI PROJECT
36
12
30
34
10
15
40%

- Insert a row above the label of each column.  
Highlight row 1 > right click > insert





6. Merge cells:  
Highlight cell A1-H1 > Home > Alignment > Merge & Center > Middle Align  
Type **CONTINUOUS ASSESSMENT** in the merge cells
7. Create table:  
Select the cells that contain the information for the table > Home > Font: All Borders
8. Calculate the TOTAL marks:  
Select cell H3 > Home > Editing > AutoSum: Sum > Enter
9. To calculate the TOTAL for another cells:  
Select H3 > point the bottom right edge of the active cell  > click > drag
10. Color the cell H9:  
Select H9 > Home > Font > Fill Color: Yellow
11. Save the workbook as YOUR MATRIC NO MICROSOFT EXCEL 2





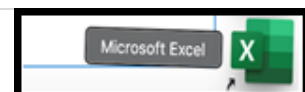
### LAB EXERCISE 3: MICROSOFT EXCEL

#### ACTIVITY

- i. Perform function features

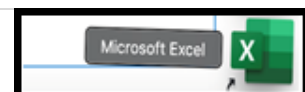
You are required to:

1. Open the YOUR MATRIC NO MICROSOFT EXCEL 2
2. In cell I2 type AVERAGE > Bold
3. In cell J2 type COUNT NUMBERS > Bold
4. In cell K2 type MAX > Bold
5. In cell L2 type MIN > Bold
6. Calculate average marks for Aiman:  
Select cell I3 > Home > Editing > AutoSum: Average > Click cell D3 drag until cell G3 > Enter
7. Calculate average marks for another student (refer **LAB EXERCISE 2: MICROSOFT EXCEL**)
8. Set the average marks in two decimal places:  
Select I3 until I8 > Home > Number: Increase Decimal / Decrease Decimal
9. Calculate count numbers:  
Select cell J3 > Home > Editing > AutoSum: Count Numbers > Click cell D3 drag until cell D8 > Enter
10. Merge cells J3 until J8 (refer **LAB EXERCISE 2: MICROSOFT EXCEL**) > Middle Align
11. Identify maximum total marks:  
Select cell K3 > Home > Editing > AutoSum: Max > Click cell H3 drag until cell H8 > Enter
12. Merge cells K3 until K8
13. Identify minimum total marks:  
Select cell L3 > Home > Editing > AutoSum: Max > Click cell H3 drag until cell H8 > Enter





14. Merge cells L3 until L8
15. Calculate total in percentage at cell H9 (D9:G9)
16. Set the total in percentage:  
Select H9 > Home > Number: %
17. Save the workbook as YOUR MATRIC NO MICROSOFT EXCEL 3





## LAB EXERCISE 4: MICROSOFT EXCEL

### ACTIVITY

- i. Perform function features

You are required to:

1. Open the YOUR MATRIC NO MICROSOFT EXCEL 3
2. Insert a column between TOTAL and AVERAGE (refer LAB EXERCISE 2: SPREADSHEET) > label as **STATUS**
3. *Identify students who passed the continuous assessment. (Student with TOTAL more than 39 passed the assessment.)*

If **TOTAL > 39**, the **STATUS is PASS**. If not, **FAIL**.

Select cell I3 > Home > Editing > AutoSum > More Functions: IF >

Function Arguments

IF

Logical\_test: H3>39 = TRUE

Value\_if\_true: "PASS" = "PASS"

Value\_if\_false: FAIL =

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value\_if\_false is the value that is returned if Logical\_test is FALSE. If omitted, FALSE is returned.

Formula result = PASS

[Help on this function](#) OK Cancel

Answer:

Matric Number	Name







4. Fill in the STATUS for cell I4 until I8.
5. Add another 3 columns beside Min column. Label each column as NUMBER OF SIBLINGS, FAMILY INCOME, HOUSEHOLD LIVING AID.

Fill in the following data in the new columns:

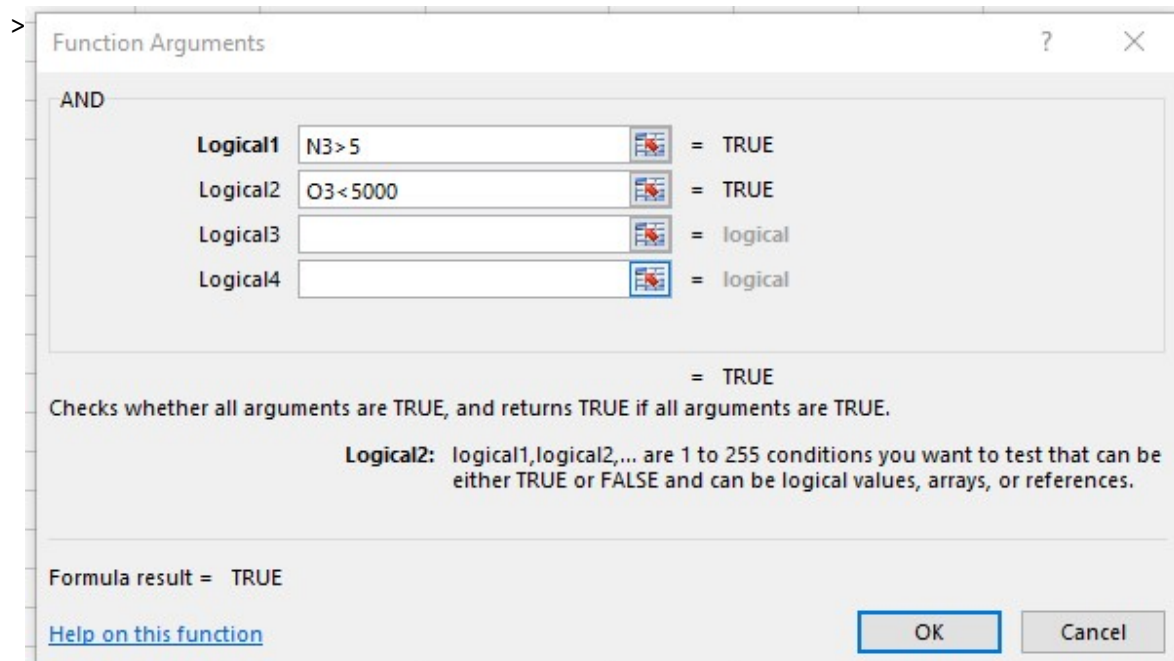
NUMBER OF SIBLINGS	FAMILY INCOME	HOUSEHOLD LIVING AID
10	2500	
7	2000	
1	15000	
2	15000	
3	3000	
9	2500	

6. The household living aid criteria:  
The number of siblings are more than 5 and family income is less than RM5000

*Identify students who fulfill household living aid criteria.*

If the students have the **number of siblings > 5 and family income < 5000**

Select cell P3 > Home > Editing > AutoSum > More Functions: Logical > AND > OK



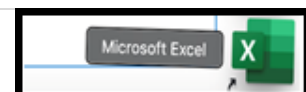


Answer:

Matric Number	Name

7. Fill in the HOUSEHOLD LIVING AID columns for cell P4 until P8
8. Add 2 columns beside Min column. Label as PROGRAM and ENTREPRENEURSHIP COMPETITION. Fill in the following data in the new columns:

PROGRAM	ENTREPRENEURSHIP COMPETITION
DAT	
DIB	
DRM	
DPM	
DRM	
DPM	





9. Students from DPM or DRM can join the competition.

Select cell O3 > Home > Editing > AutoSum > More Functions: Logical > OR > OK >

Function Arguments

OR

Logical1 N3="DRM" = FALSE

Logical2 N3="DPM" = FALSE

= FALSE

Checks whether any of the arguments are TRUE, and returns TRUE or FALSE. Returns FALSE only if all arguments are FALSE.

Logical1: logical1,logical2,... are 1 to 255 conditions that you want to test that can be either TRUE or FALSE.

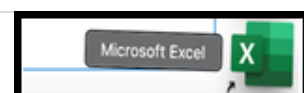
Formula result = FALSE

[Help on this function](#) OK Cancel

10. Fill in the ENTREPRENEURSHIP COMPETITION columns for cell O4 until O8

11. Find student with matric number 01DRM22F2005

Select cell C13 > Home > Editing > AutoSum > More Functions: Lookup & Reference > VLOOKUP > OK >





Function Arguments

VLOOKUP

Lookup_value	"01DRM22F2005"	= "01DRM22F2005"
Table_array	B3:C8	= {"01DRM22F2001","AIMAN BIN HAZE..."}
Col_index_num	2	= 2
Range_lookup	FALSE	= FALSE

= "AZRUL BIN ABD FATAH"

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in an ascending order.

**Col\_index\_num** is the column number in table\_array from which the matching value should be returned. The first column of values in the table is column 1.

Formula result = AZRUL BIN ABD FATAH

[Help on this function](#)

OK Cancel

Answer:

Name

12. Save as MATRIC NUMBER MICROSOFT EXCEL 4





## LAB EXERCISE 5: MICROSOFT EXCEL

### ACTIVITY

#### i. Performing Basic Calculations Using Formulas

Calculate **net sales and cost of goods sold using formulas.**

Arithmetic Operator	Name	Calculation	Example
+	Plus sign	Addition	5+2
-	Minus sign	Subtraction	5-2
		Negation	-5
*	Asterisk	Multiplication	5*2
/	Forward slash	Division	5/2
%	Percent sign	Percent	20%
^	Caret	Exponentiation	5^2


### QUESTION 1

Calculate **net sales** based on the information below:

Sales	270555
(-) Return inwards	780
<b>Net Sales</b>	

#### Instruction:

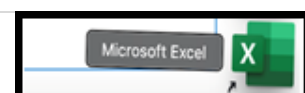
1. Start with cell A1.
2. Format the sales and return inwards amount in the form of numbers:

Home >  > Number > Decimal places: 2 > Tick on use 1000 separator

3. Calculate net sales:

Select B3 > = B1 - B2

4. Name the worksheet as **NET SALES**





## QUESTION 2

Calculate **Gross Profit** and **NET PROFIT** based on the information below:

Net Sales	527880
(-)Cost of goods sold	225374
<b>Gross Profit</b>	_____
(+) Revenue	156332
(-) Expenses	255147
<b>NET PROFIT</b>	_____

### Instruction:

1. Add another worksheet and name it as **NET PROFIT**.
2. Start with cell A1.
3. Format the amount in the form of numbers, decimal places: 0, use 1000 separator.

## QUESTION 3

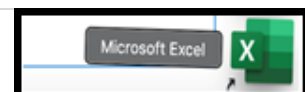
Type the data below:

NAME	QUIZ 1	QUIZ 2	30%	TEST	70%
	20	20		60	
ALI	12.5	17		55	
ABU	15	5		58	
ATAN	14	16.37		40	
SITI	16	10		30	
ANI	12.55	19		20	
AMY	8	20		33	

### Instruction:

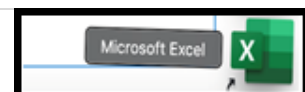
1. Add another worksheet and name it as **QUIZ**.
2. Start with cell A1.
3. Format the amount in the form of numbers, decimal places: 2.
4. Calculate **total quiz marks** for each student using the following formula:

$$\frac{(QUIZ 1 + QUIZ 2)}{40} \times 30$$





5. Calculate **total test marks** for each student using the following formula:
6.  $\frac{TEST}{60} \times 70 - \frac{TEST}{60} \times 70$
7. Create a pie chart that shows the **total quiz marks** and the **total test marks** for **Abu**.  
Select cell for Abu, **total quiz marks** and the **total test marks** > Insert > Chart > Insert Pie or Doughnut Chart > 2D Pie: Pie
8. Save the workbook as YOUR MATRIC NUMBER MICROSOFT EXCEL 5





## LAB EXERCISE 6: MICROSOFT EXCEL

### ACTIVITY

- Perform function features

You are required to:

- Create new workbook > save as > YOUR MATRIC NO MICROSOFT EXCEL 6
- Create the following table:

<b>ORDER ID</b>	101	102	103
<b>UNIT PRICE</b>	MYR 15.00	MYR 20.00	MYR 70.00
<b>QUANTITY</b>	5	3	10

- Identify unit price for order ID 102

Select cell A7 > Home > Editing > AutoSum > More Functions: Lookup & Reference > HLOOKUP > OK >

Function Arguments

HLOOKUP

Lookup\_value: 102 = 102

Table\_array: A1:D3 = {"ORDER ID",101,102,103;"UNIT PRIC..."

Row\_index\_num: 2 = 2

Range\_lookup: FALSE = FALSE

= 20

Looks for a value in the top row of a table or array of values and returns the value in the same column from a row you specify.

**Lookup\_value** is the value to be found in the first row of the table and can be a value, a reference, or a text string.

Formula result = 20

[Help on this function](#)

OK Cancel

- Save as MATRIC NUMBER MICROSOFT EXCEL 6







## LAB EXERCISE 7: MICROSOFT EXCEL

### ACTIVITY

- i. Perform dynamic list with Pivot Table features

You are required to:

1. Open > YOUR MATRIC NO MICROSOFT EXCEL 4
2. Identify student NAME and TOTAL for status PASS

Select A2:R9 > Insert > Tables: Pivot Table >

Create PivotTable

Choose the data that you want to analyze

☒ Select a table or range

Table/Range: 'ANS SPREADSHEET 6'!\$A\$2:\$R\$9

☐ Use an external data source

Choose Connection....

Connection name:

☐ Use this workbook's Data Model

Choose where you want the PivotTable report to be placed

☒ New Worksheet

☐ Existing Worksheet

Location:

Choose whether you want to analyze multiple tables

☐ Add this data to the Data Model

OK Cancel



Drag fields between areas below:

FILTERS	COLUMNS
STATUS	

ROWS	VALUES
NAME	Sum of TOTAL

Field list (left):

- ☐ NO
- ☐ MATRIC NUMBER
- ☒ **NAME**
- ☐ QUIZ 1
- ☐ TEST 1
- ☐ PRACTICAL 1
- ☐ MINI PROJECT
- ☒ **TOTAL**
- ☒ **STATUS**
- ☐ AVERAGE
- ☐ COUNT NUMBERS
- ☐ MAX
- ☐ MIN
- ☐ PROGRAM
- ☐ ENTREPRENEURSHIP COMPETITION

3. Rename the worksheet as STATUS
4. Present the data that can be filtered by Program for NAME, TEST 1 and STATUS.

Drag fields between areas below:

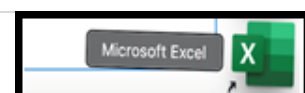
FILTERS	COLUMNS
PROGRAM	STATUS

ROWS	VALUES
NAME	Sum of TEST 1

Field list (left):

- ☐ NO
- ☐ MATRIC NUMBER
- ☒ **NAME**
- ☐ QUIZ 1
- ☒ **TEST 1**
- ☐ PRACTICAL 1
- ☐ MINI PROJECT
- ☐ TOTAL
- ☒ **STATUS**
- ☐ AVERAGE
- ☐ COUNT NUMBERS
- ☐ MAX
- ☐ MIN
- ☒ **PROGRAM**
- ☐ ENTREPRENEURSHIP COMPETITION

5. Rename the worksheet as PROGRAM
6. Save as MATRIC NUMBER MICROSOFT EXCEL 7





## LAB EXERCISE 8: MICROSOFT EXCEL

### ACTIVITY

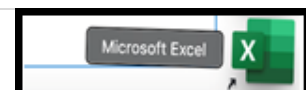
- i. Perform using chart features
- ii. Practice using graphics features
- iii. Practice using printing and protection of worksheet or work book features

You are required to:

1. Type the data below:

MONTH	QUANTITY	AMOUNT
January	200	450
February	350	787.5
March	195	438.75
April	210	472.5
May	250	562.5
June	235	528.75

2. Create pie chart using Month and Quantity  
Select Month and Quantity column > Insert > Chart: Pie Chart
3. Create bar chart using Month and Amount  
Select Month and Amount column > Insert > Chart: Bar Chart
4. Change title to SALES (RM)
5. Save as YOUR MATRIC NUMBER MICROSOFT EXCEL 8.
6. File > Print >





Page Setup

Page Margins Header/Footer Sheet

Orientation

☒ Portrait ☐ Landscape

Scaling

☒ Adjust to: 90 % normal size

☐ Fit to: 1 page(s) wide by 1 tall

Paper size: A4

Print quality:

First page number: Auto

Options...

OK Cancel

Page Setup

Page Margins Header/Footer Sheet

Top: 0.75 Header: 0.3

Left: 0.7 Right: 0.7

Bottom: 0.75 Footer: 0.3

Center on page

☐ Horizontally

☐ Vertically

Options...

OK Cancel

Page Setup

Page Margins Header/Footer Sheet

DBC20012

Header: DBC20012

Custom Header... Custom Footer...

Footer: (none)

☐ Different odd and even pages

☐ Different first page

☒ Scale with document

☒ Align with page margins

Options...

OK Cancel



## LAB EXERCISE 1: MICROSOFT POWERPOINT

### ACTIVITY

- i. Create new slide presentation
- ii. Perform slide master and transition features
- iii. Perform illustration groups features
- iv. Perform features of insert comment and hyperlink
- v. Perform presentations and use protection features

1. Create new presentation

Windows key > Find and click PowerPoint > Blank presentation

2. Create a presentation with title: Logo in Marketing Today  
Insert > Text > Word Art  
Type the title on the first slide

3. Add new slide  
Home > Slides > New Slide

4. Choose suitable layout for each slide  
Home > Slides > Layout

Type the title for each slide as follow:

Slide number	Title
2	Table of contents
3	What is logo?
4	The Importance Of Logo
5	FedEx Logo Meaning
6	Amazon Logo Meaning
7	Baskin Robbins Logo Meaning
8	Audi Logo Meaning
9	Gucci Logo Meaning
10	BMW Logo Meaning



5. For slide number 2, create the following table:  
Insert > Table

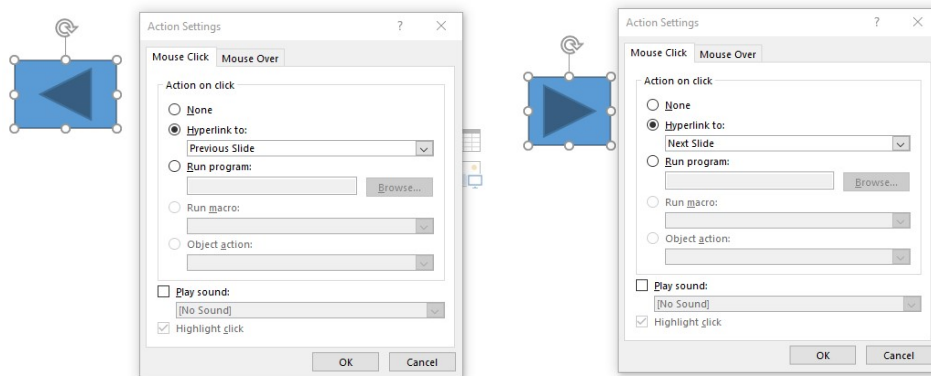
1	What is logo?
2	The Importance of Logo
3	FedEx Logo Meaning
4	Amazon Logo Meaning
5	Baskin Robbins Logo Meaning
6	Audi Logo Meaning
7	Gucci Logo Meaning
8	BMW Logo Meaning

6. Find suitable video related to *the importance of logo*.  
Insert the video in slide number 4.
7. Find suitable contents for each slide.
8. Insert logo for each slide  
Insert > Images > Pictures / Online Pictures / Screenshot / Photo Album
9. Insert animation features  
Click logo > Animation >

Logo	Animation
FedEx	Bounce
Amazon	Grow/Shrink
Baskin Robbins	Fly in
Audi	Spin
Gucci	Appear
BMW	Spilt

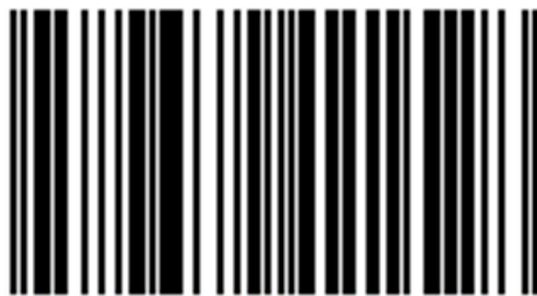


10. Insert action button at each slides  
Insert > Illustrations > Shapes: Action Buttons  
Insert the following action button



11. Insert hyperlink  
In slide 2 > Highlight *What is logo?* > Insert > Links > Hyperlink > Place in This Document > Slide Titles: What is logo?  
  
Insert hyperlink for each title in table contents.
12. Add theme to the slide  
Design > Themes / Variants > Customize
13. Insert Suitable Audio  
Insert > Media > Audio
14. Insert transition features  
Transition > Transition to This Slide: Choose the relevant transition > Timing: Set Sound and Duration
15. Use slide sorter  
View > Presentation Views > Slide sorter
16. Save as YOUR MATRIC NUMBER MICROSOFT POWERPOINT 1.
17. Transform presentation slide to video  
File > Save as > Save as type: MPEG-4 Video  
File > Save as > Save as type: Windows Media Video

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9 7 8 9 6 7 2 4 2 1 5 2 8

LAB EXERCISE FOR MS  
WORD, MS EXCEL & MS  
POWERPOINT