

# COMPUTER APPLICATION LAB EXERCISE

*THIRD EDITION*



NOOR FARAZILA BINTI RADZI  
MD. FAUZI BIN ISMAIL  
HASHAMUDDIN BIN YA'AKOB

**COMPUTER APPLICATION  
LAB EXERCISE  
THIRD EDITION**

by:

NOOR FARAZILA BINTI RADZI

MD. FAUZI BIN ISMAIL

HASHAMUDDIN BIN YA'AKOB

**Politeknik Ungku Omar**

**2024**

COMPUTER APPLICATION

LAB EXERCISE

THIRD EDITION

Politeknik Ungku Omar 2024

Hakcipta terpelihara. Mana-mana bahagian dalam penerbitan ini tidak dibenarkan ditiru, diterbitkan semula, disimpan dalam cara yang dipergunakan lagi, atau dipindah dalam mana-mana cara, baik dengan cara elektronik, mekanikal, penggambaran semula, perakaman atau sebaliknya, tanpa izin bertulis daripada Politeknik Ungku Omar.

Diterbitkan oleh

Politeknik Ungku Omar

Jalan Raja Musa Mahadi

31400 Ipoh, Perak

Tel: 05-5457656

Faks: 05-5471162

Laman web: [www.puo.edu.my](http://www.puo.edu.my)

## **PREFACE**

The second edition of this book consists of Lab Exercise for Microsoft Word, Excel and PowerPoint that are widely used Microsoft Office products. The previous edition also includes Microsoft Project.

Microsoft Word is used for creating documents such as reports and books. Microsoft Excel can be used to manage, organize and analyze data. While Microsoft PowerPoint is helpful to create presentations. In addition, Microsoft Project is one of the most popular project management tools. Knowledge Check is an additional part for this book with few amendments on other topics.

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 guidelines 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, PowerPoint and Project. This book is useful for those who wish to equip themselves with Microsoft Word, Excel, PowerPoint and Project skills.

Noor Farazila Binti Radzi  
Md. Fauzi Bin Ismail  
Hashamuddin Bin Ya'akob

# CONTENTS

1

TITLE	PAGE
MICROSOFT WORD	
Primary User Interface	1
Lab Exercise 1	2
Lab Exercise 2	8
Lab Exercise 3	11
Lab Exercise 4	13
Lab Exercise 5	14
Lab Exercise 6	15
Lab Exercise 7	16
Lab Exercise 8	17
Lab Exercise 9	18
Lab Exercise 10	20
Knowledge Check	21

2

TITLE	PAGE
MICROSOFT EXCEL	
Primary User Interface	22
Lab Exercise 1	23
Lab Exercise 2	25
Lab Exercise 3	29
Lab Exercise 4	33
Lab Exercise 5	40
Lab Exercise 6	44
Lab Exercise 7	47
Lab Exercise 8	50
Knowledge Check	55

3

TITLE	PAGE
MICROSOFT POWERPOINT	
Primary User Interface	56
Lab Exercise 1	57
Knowledge Check	65

4

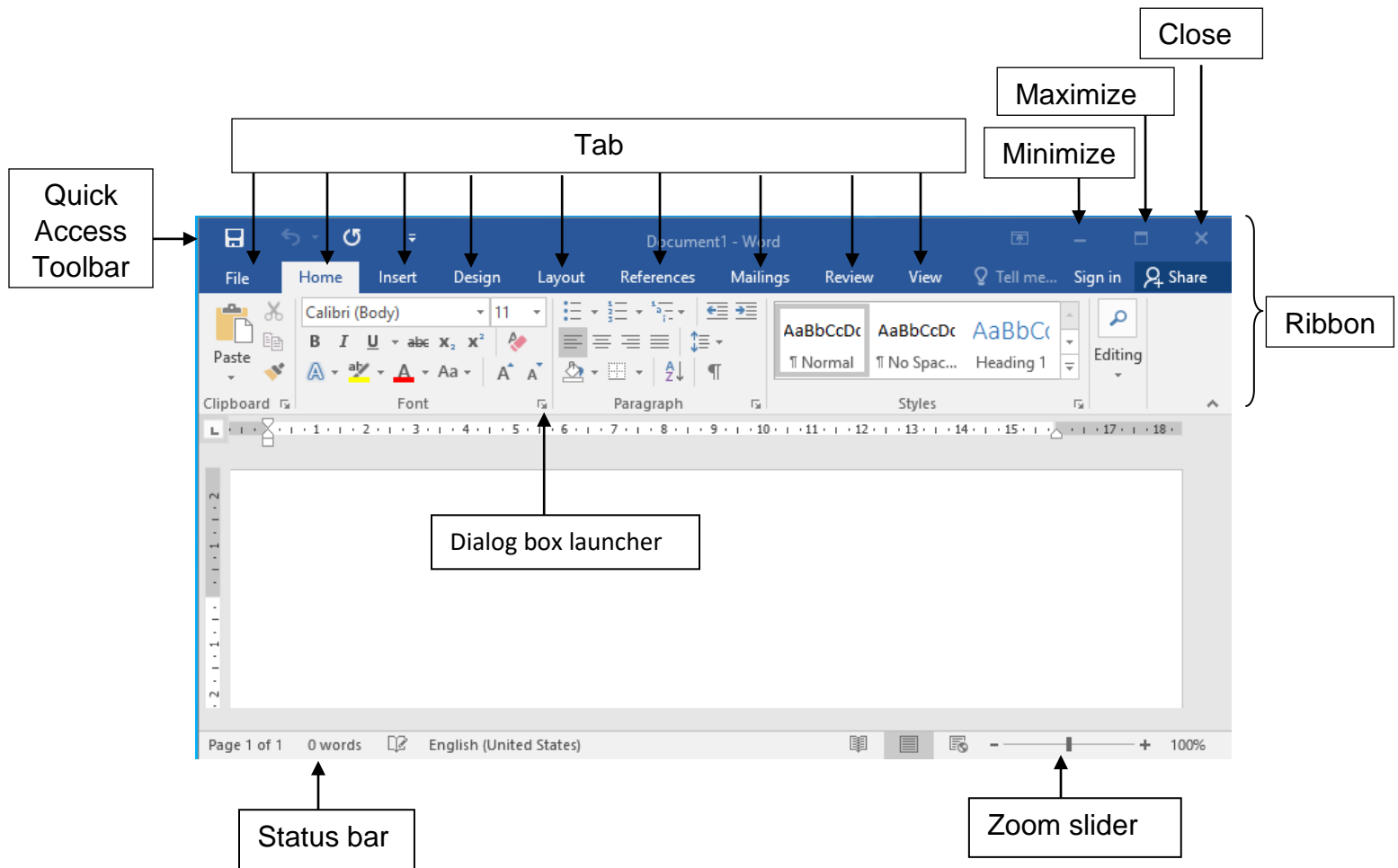
TITLE	PAGE
MICROSOFT PROJECT	
Primary User Interface	66
Lab Exercise 1	67
Lab Exercise 2	78
Knowledge Check	90

5

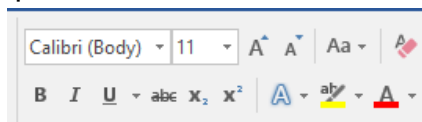
TITLE	PAGE
References	91



## MICROSOFT WORD: PRIMARY USER INTERFACE



1. Quick Access Toolbar contains commands that users access most often.
2. Ribbon display multiple commands on separate **tabs**.
3. **Each tab** contains several **groups**. For example, in the **Home tab**, the groups are labelled Clipboard, Font, Paragraph, Styles, and Editing.
4. Each group contains one or more command icons. For example, in the Font group, the command icons are:



5. **Dialog box launcher** is a small arrow in the lower-right corner of the group. It displays a dialog box with additional tools/command when it is clicked.



## ACTIVITY

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

## MICROSOFT WORD: LAB EXERCISE 1

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

### National Anthem

The national anthem was created in 1957 and the selection of the song was made by the former Prime Minister, Tunku Abdul Rahman Putra Al-Haj Ibni Almarhum Sultan Abdul Hamid Halim Shah. The rhythm of the “Negaraku” was quoted from the rhythm of the state anthem of Perak. The state anthem of Perak had the original idea of the song “Terang Bulan” which is a song favored by Sultan Abdullah, the Sultan of Perak, while he was in exile on the island of Seychelles. “Negaraku” emphasises loyalty and unity for national progress. This song serves to raise patriotism and love for the homeland. The idea to create the national anthem arose when the country was then preparing to celebrate its Independence Day. The national anthem should be played during the proclamation of Independence which was set on 31 August 1957.

Thus, in February 1957, an official anthem creation contest was held. However, the four final songs that were shortlisted were rejected by the Special Committee of the National Anthem Selection (JKPLK), led by Tunku Abdul Rahman Putra Al-Haj. Tunku Abdul Rahman Putra Al-Haj instead recommended the state Anthem of Perak as the basis for creating a national anthem of Malaysia. The proposal had been agreed by the other members of JKPLK. The Score for the song “Negaraku” was provided by Alfonso Soliano (leader of the Radio Orchestra of Malaya), D.S.P Croff (Music Director, the Royal Police Band), Captain Lenthall (Music Director, the Malay Military Band, Port Dickson) and A. T Reed (General Director of Radio Malaya). The lyrics of the national anthem, “Negaraku” was prepared by a Special Committee led by Tunku Abdul Rahman Putra Al-Haj with the agreement of the Malay Sultans.

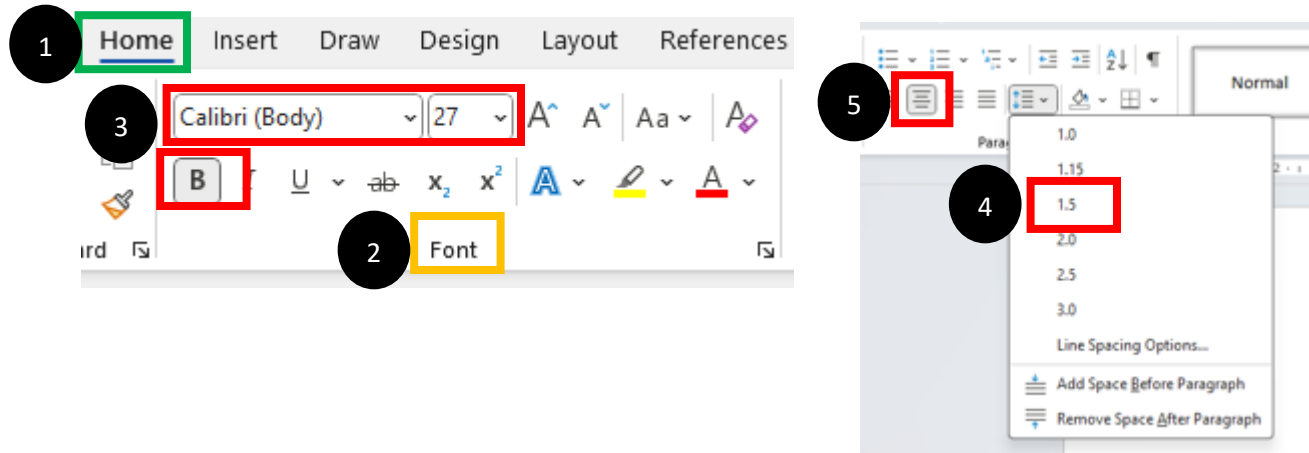
The national anthem, “Negaraku” was heard for the first time after the stroke of midnight on 31 August 1957, at the Selangor Club field. That historical evening witnessed the Union Jack was lowered and replaced with the flag of the Malay Peninsula, accompanied by the national anthem, “Negaraku”. Starting from this moment, the song “Negaraku” continued to be the national anthem.

Source: Department of Information Malaysia (2016)

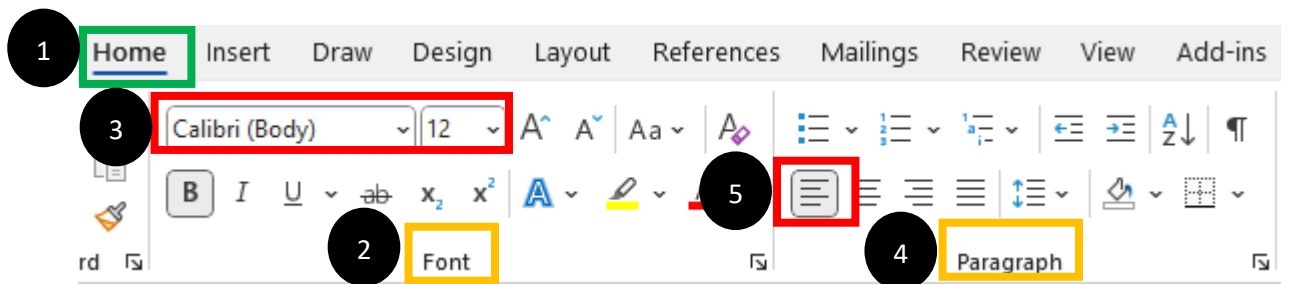
Follow the instructions below:

1. Changing font, font size, character spacing and alignment.

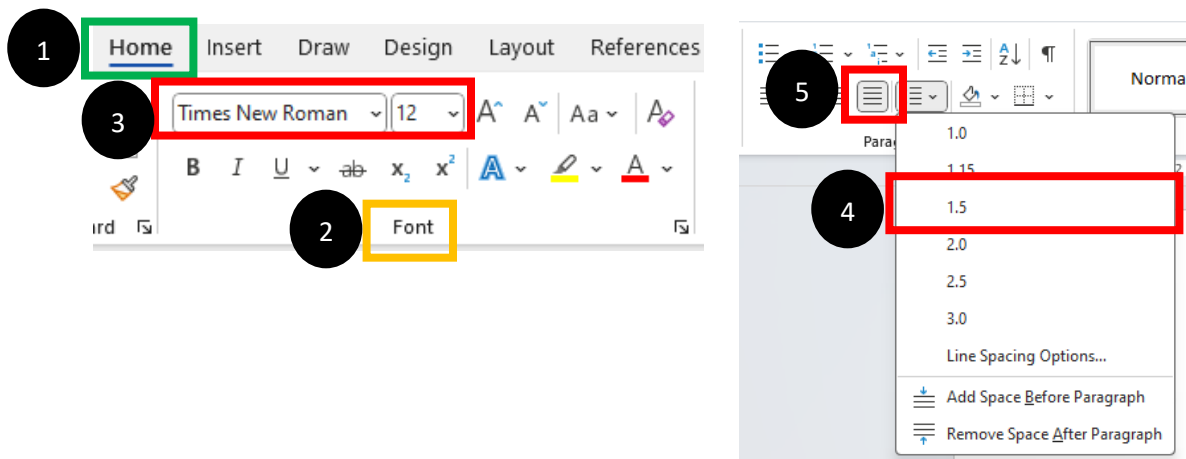
- a. Highlight the title > Home > Font > Font: Arial > Font Size: 27 > Bold  
Highlight the title > Home > Paragraph: 1.5 > Center



- b. Highlight the first paragraph > Home > Font > Font: Calibri > Font Size: 12 > paragraph > Align left

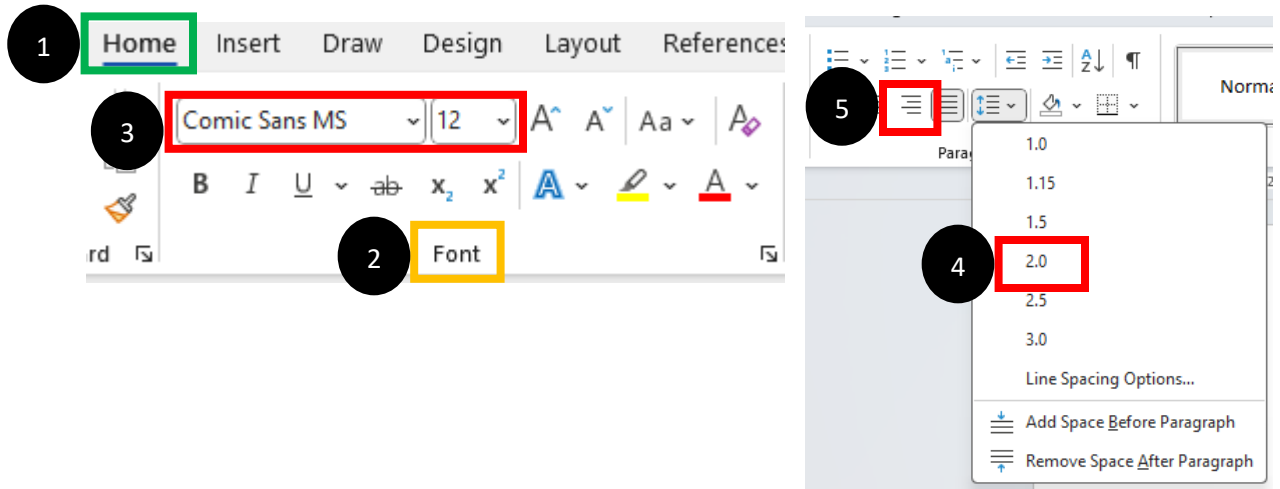


- c. Highlight the second paragraph > Home > Font > Font: Times New Roman > Font Size: 12 > paragraph > Justify  
Home > Paragraph: 1.5

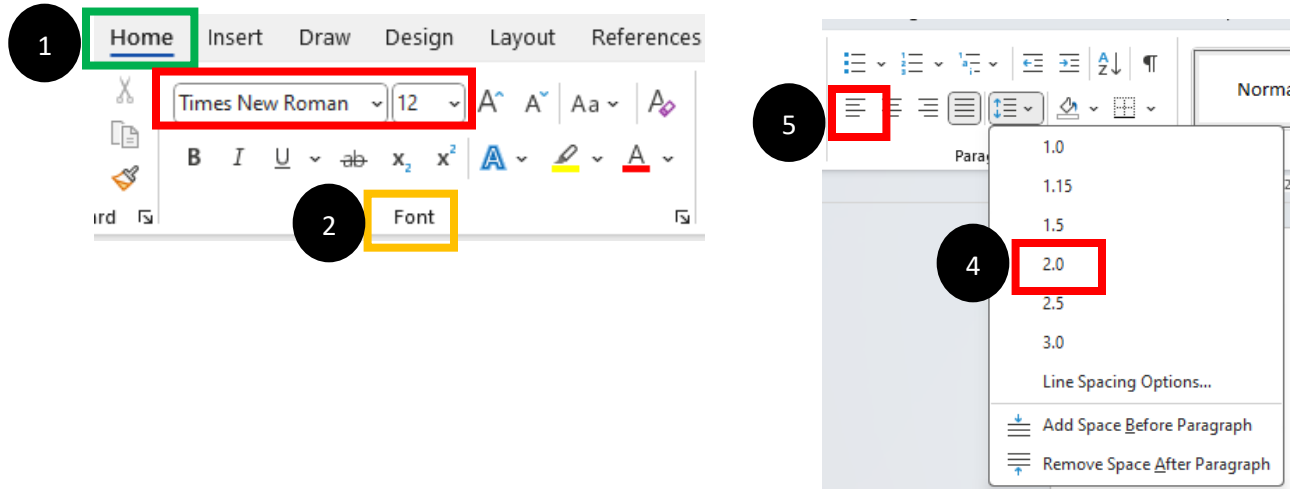




- d. Highlight the third paragraph> Home > Font > Font: Comic Sans Ms > Font Size: 12 > paragraph > Align right  
Home > Paragraph: 2.0

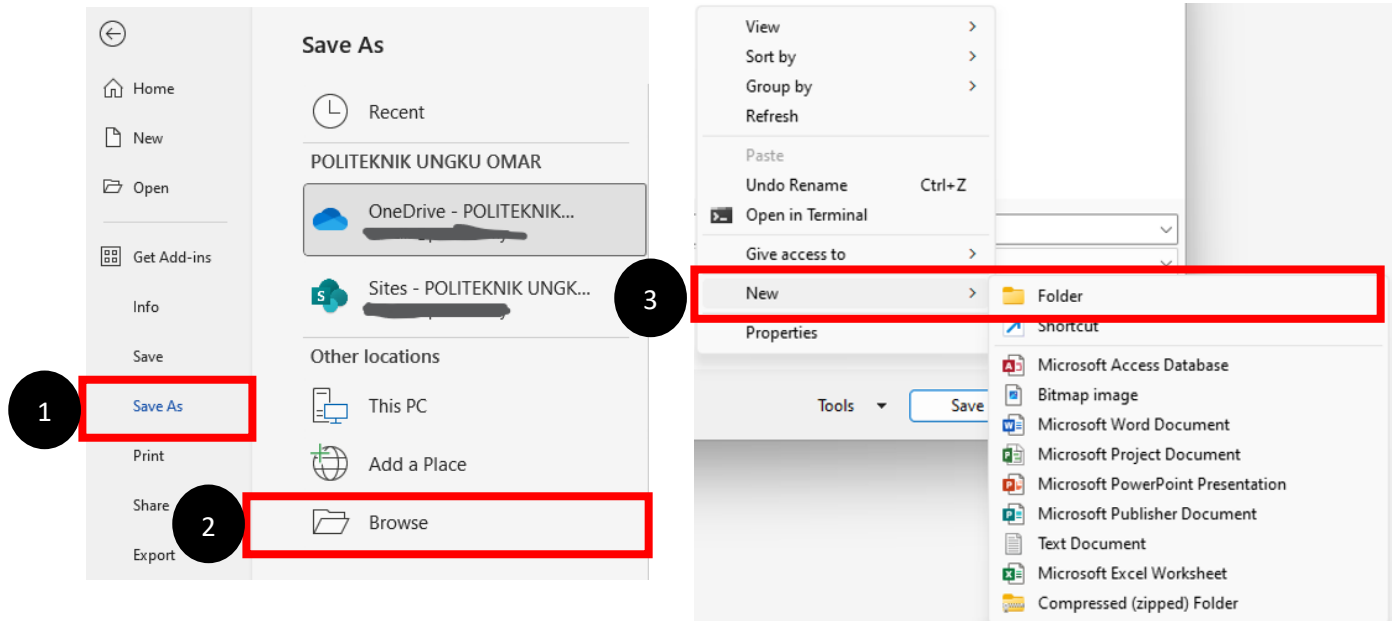


- e. Highlight the “Source: Department of Information Malaysia (2016)” > Home > Font > Font: Times New Roman> Font Size: 12 > paragraph > Align left  
Home > Paragraph: 2.0



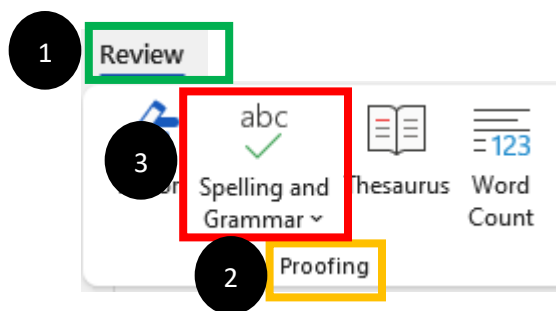
## 2. Save a document

File > Save as > Browse ...> Right click > New > Folder > Rename as  
COMPUTER APPLICATION > Double click on COMPUTER APPLICATION folder  
> File Name: *YOUR MATRIC NO WORD PROCESSOR 1*

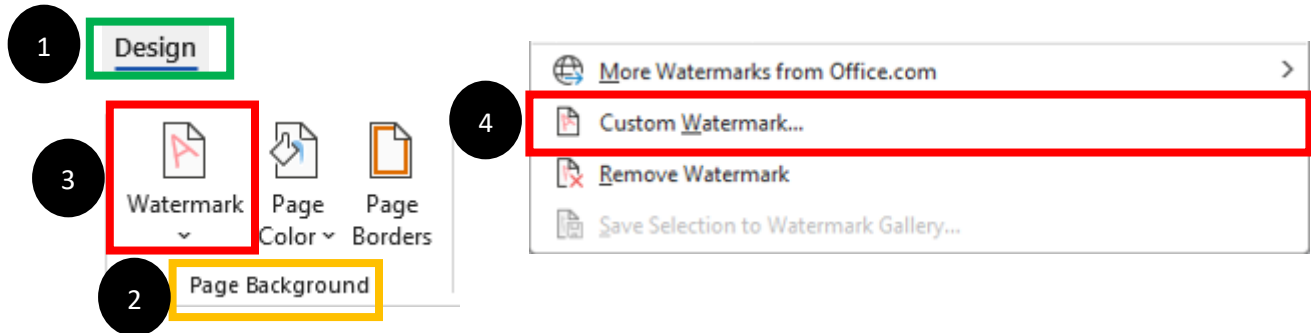


## 3. Perform AutoCorrect Function: Review > Proofing > Spelling & Grammar:

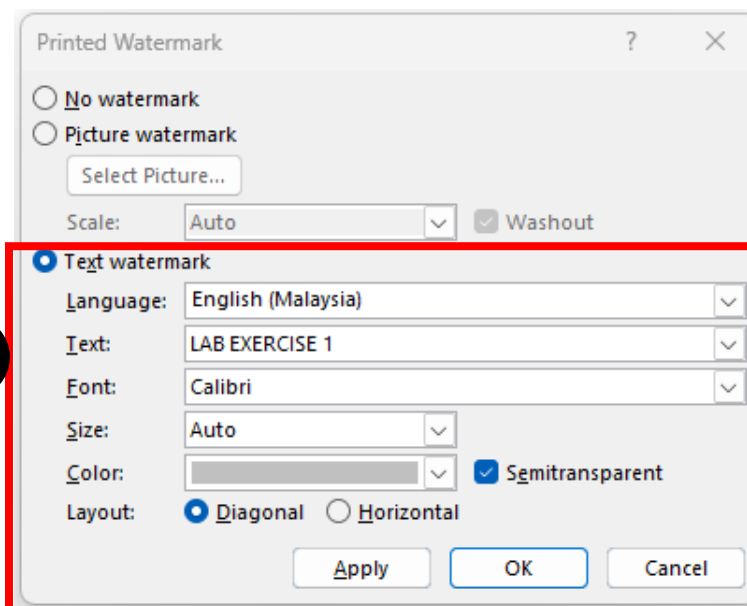
arosse	arose
agree	agreed
favored	favoured



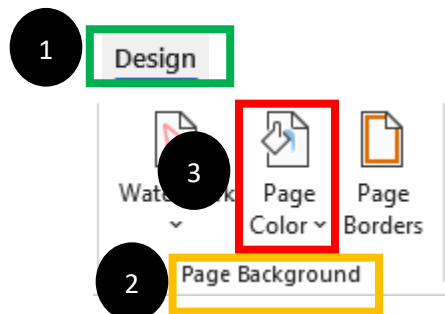
4. Insert watermark  
Design > Page Background > Watermark > Custom Watermark >



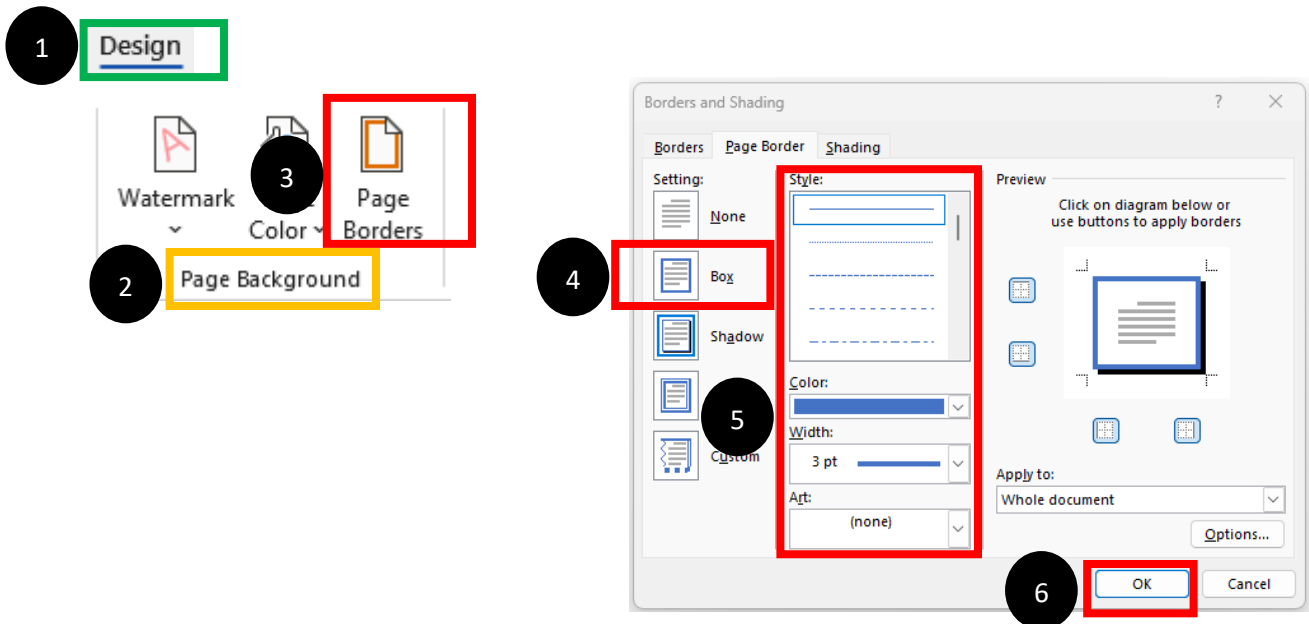
5



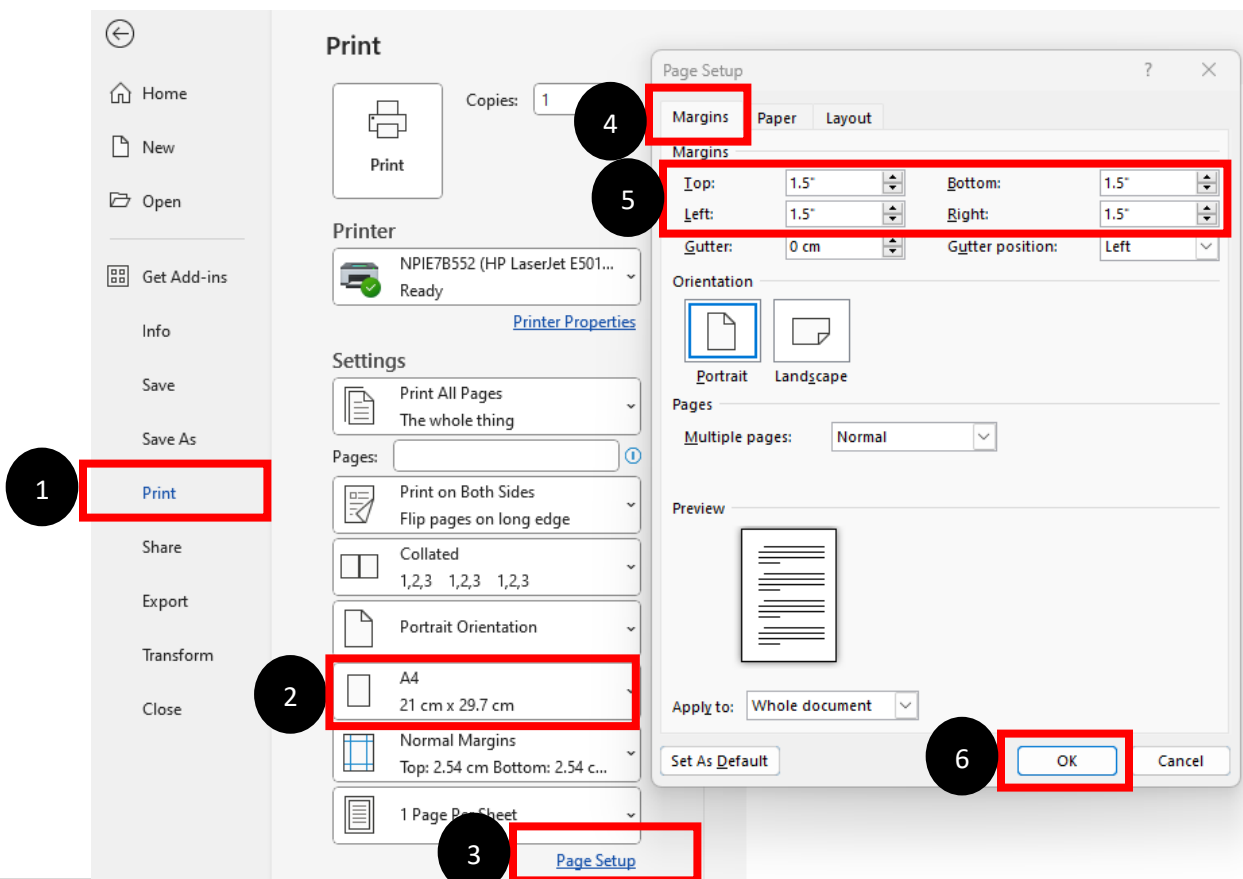
5. Insert page colour  
Design > Page Background > Page Color: Blue, Accent 5, Lighter 60%



6. Insert page border  
Design > Page Background > Page Borders >



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



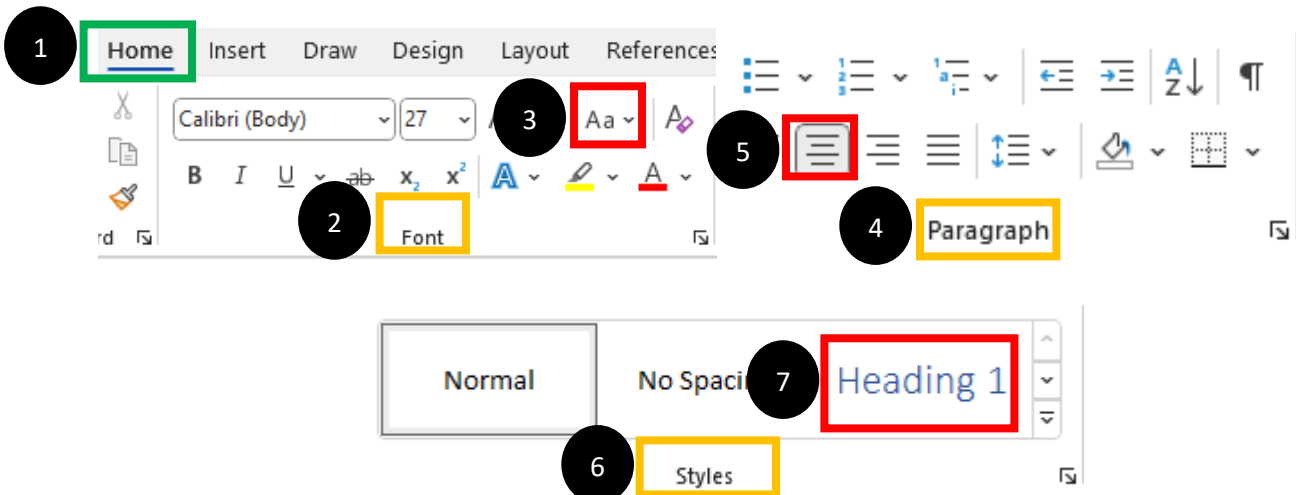
## ACTIVITY

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

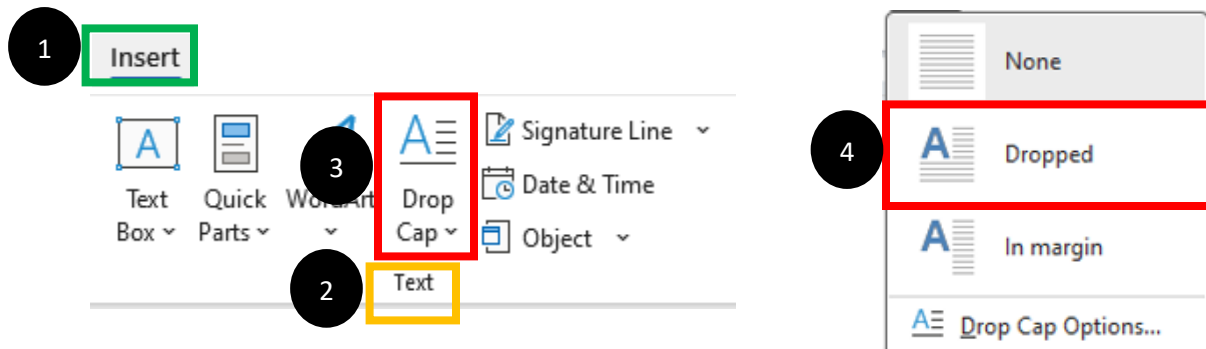
## MICROSOFT WORD: LAB EXERCISE 2

Follow the instructions below:

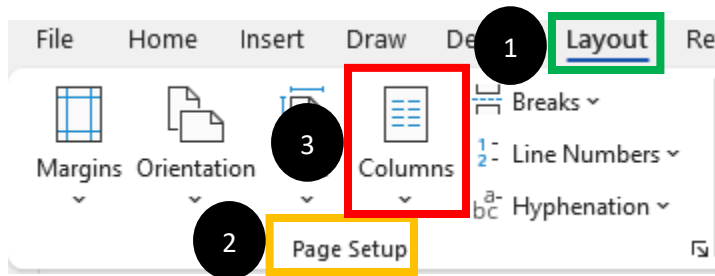
1. Open > YOUR MATRIC NO WORD PROCESSOR 1
2. Save a document  
Save as YOUR MATRIC NO WORD PROCESSOR 2
3. Changing font, font size, character spacing and alignment.
  - a. Highlight the title > Home > Font > Change Case: UPPERCASE
  - b. Highlight the title > Home > Paragraph > Center
  - c. Highlight the title > Home > Styles: Heading 1



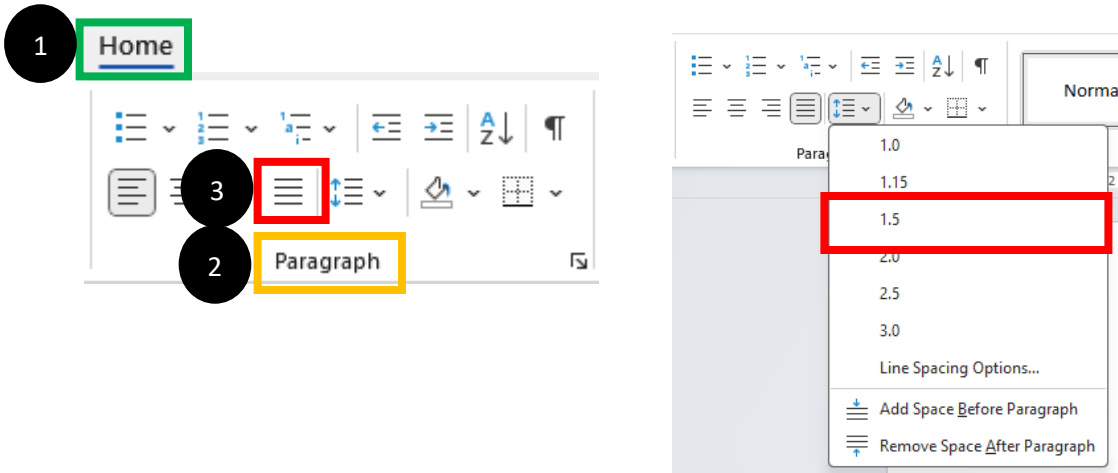
4. Insert Drop Cap  
Highlight the first letter in the first paragraph > Insert > Text > Drop Cap: Dropped



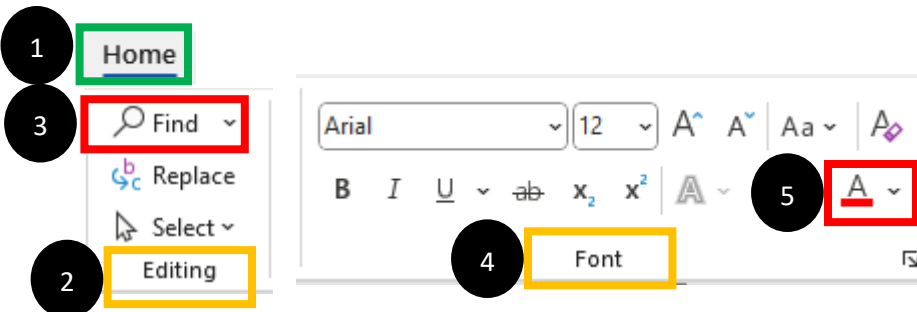
5. Add column  
Highlight all the text > Layout > Page Setup> Columns: 2



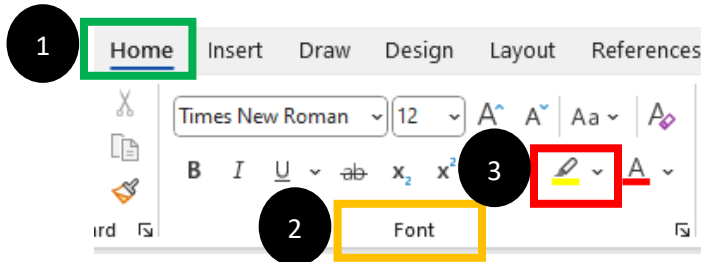
6. Changing font, font size, character spacing and alignment.  
Highlight all the text > Home > Paragraph > Justify  
Highlight all the text > Home > Paragraph: 1.5



7. Navigating and Searching through a Document  
Home > Editing > Find: Navigation: "Negaraku"  
Highlight the word "Negaraku" > Font > Font Color: Red



8. Apply text highlight color  
Highlight the first paragraph > Font > Text Highlight Color: Red  
Highlight the second paragraph > Font > Text Highlight Color: Yellow  
Highlight the third *paragraph* > Font > Text Highlight Color: Blue



9. Save a document  
File > Save
10. Previewing and printing  
File > Print > Page Setup: Left, right, top, bottom = 1.5" > OK > Settings: A4 size  
> Return to document

## ACTIVITY

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

## MICROSOFT WORD: LAB EXERCISE 3

Follow the instructions below:

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

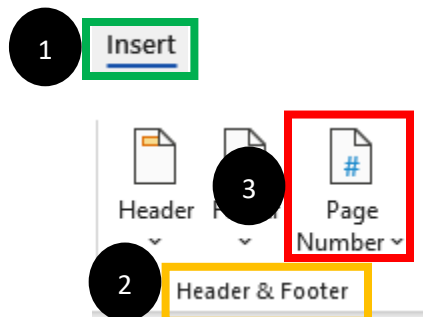
### **NATIONAL PRINCIPLES (RUKUN NEGARA)**

Now therefore, we, the people of Malaysia, pledge to concentrate our energy and efforts to achieve these ambitions based on the following principles:

Belief in God  
Loyalty to the King and Country  
Supremacy of the Constitution  
Rules of Law  
Courtesy and Morality

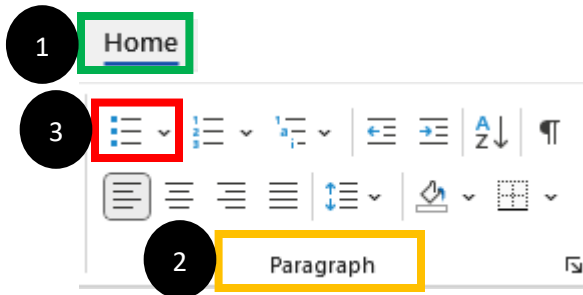
*Source: Department of Information Malaysia (2016)*

1. Insert headers and footers  
Insert > Header & Footer > Header: Integral  
Type YOUR NAME AND MATRIC NUMBER at the header
2. Insert page number  
Insert > Header & Footer > Page Number: Circle





3. Created bulleted list  
Home > Paragraph > Bullets  
Insert bullet as follow:
- Belief in God
  - Loyalty to the King and Country
  - Supremacy of the Constitution
  - Rules of Law
  - Courtesy and Morality



4. Save a document  
File > Save as > Browse ...> Folder: COMPUTER APPLICATION > File Name:  
YOUR MATRIC NUMBER WORD PROCESSOR 3

## ACTIVITY

- i. Create a new table.

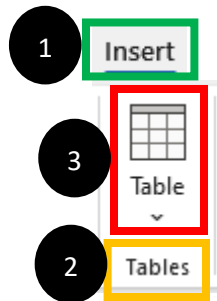
### MICROSOFT WORD: LAB EXERCISE 4

Follow the instructions below:

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 table  
Insert > Tables: 4 columns and 5 rows



2. Changing font, font size, character spacing and alignment.  
Type the text > Font > Arial, 12  
Highlight the label for each column > Font: Bold  
Highlight ASSIGNMENT, QUIZ, TEST column > Paragraph: Center  
Highlight NAME column > Paragraph: Align left
3. Save a document  
File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File Name: YOUR MATRIC NO WORD PROCESSOR 4

## ACTIVITY

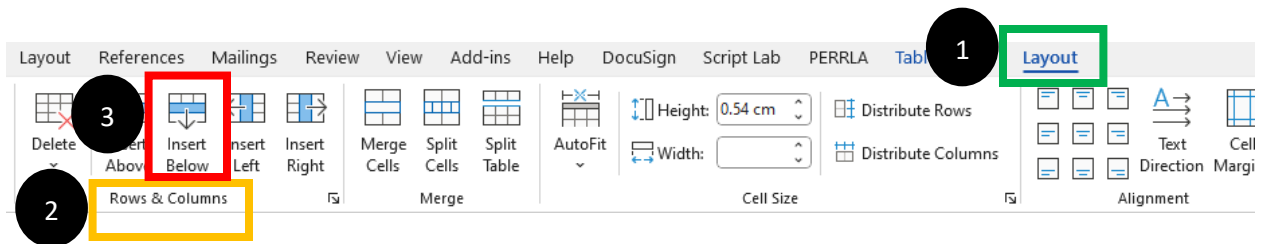
- i. Use table content features

### MICROSOFT WORD: LAB EXERCISE 5

Follow the instructions below:

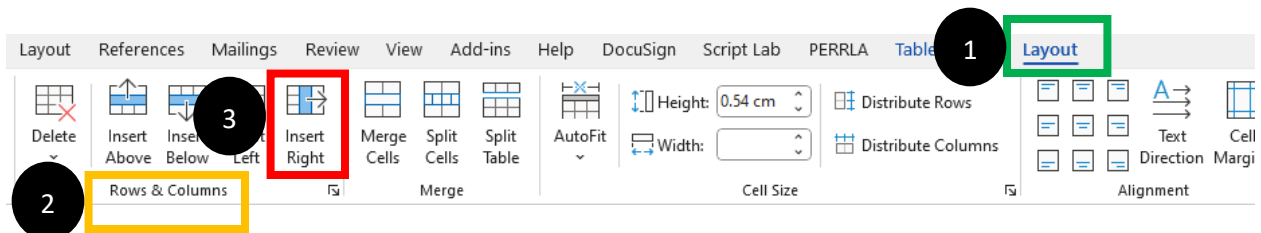
1. Open > YOUR MATRIC NO WORD PROCESSOR 4
2. Insert row  
Highlight HAFIZ BIN SHAHRUL row > Layout > Rows & Columns > Insert Below  
Fill in the row as shown below:

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



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

PASSED
PASSED
PASSED
FAILED
FAILED



4. Save a document  
Save as YOUR MATRIC NO WORD PROCESSOR 5.

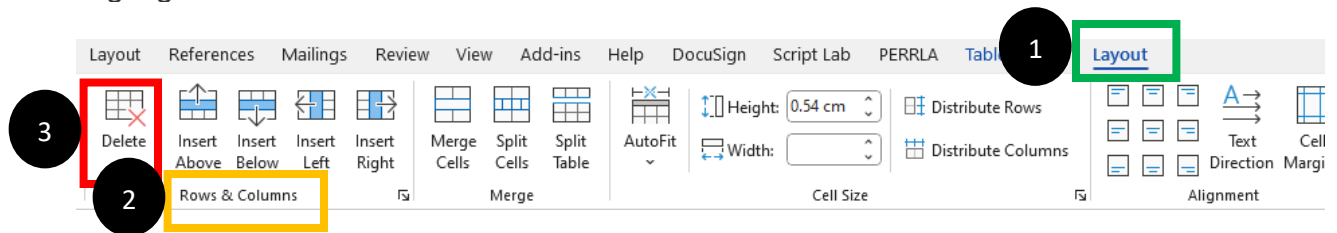
## ACTIVITY

- i. Use table content features

### MICROSOFT WORD: LAB EXERCISE 6

Follow the instructions below:

1. Open > YOUR MATRIC NO WORD PROCESSOR 5
2. Delete rows  
Highlight HAFIZ BIN SHAHRUL row > Delete: Delete Rows
3. Delete columns  
Highlight QUIZ column > Delete: Delete Columns



4. Save a document  
Save as YOUR MATRIC NO WORD PROCESSOR 6

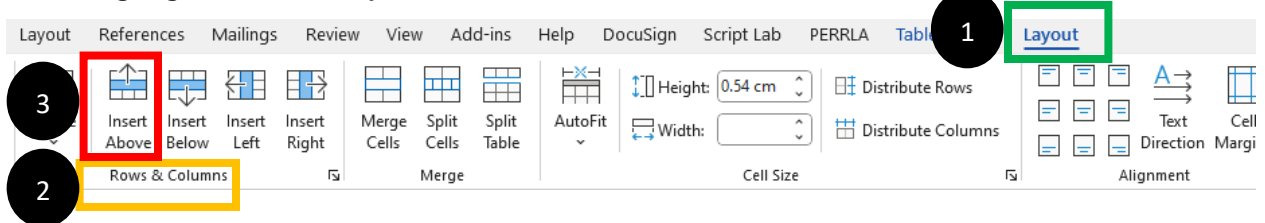
## ACTIVITY

- i. Use table content features

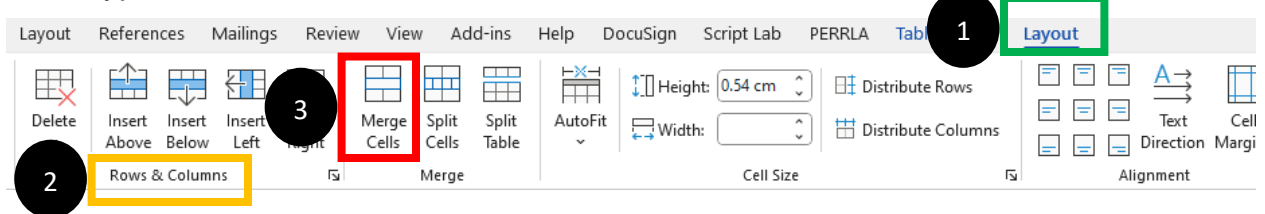
### MICROSOFT WORD: LAB EXERCISE 7

Follow the instructions below:

1. Open > YOUR MATRIC NO WORD PROCESSOR 6
2. Insert row  
Highlight row 1 > Layout > Rows & Columns > Insert Above



3. Merge cells  
Highlight the new row > Layout > Rows & Columns > Merge Cells  
Type CLASS 1 CHEMPAKA



4. Save a document  
Save as YOUR MATRIC NO WORD PROCESSOR 7

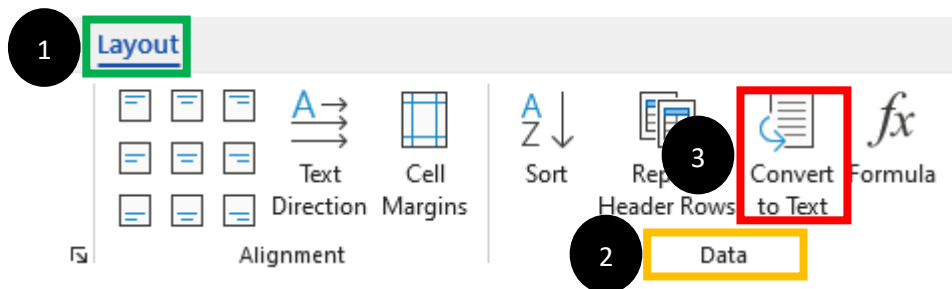
## ACTIVITY

- i. Perform conversion from table to text.

## MICROSOFT WORD: LAB EXERCISE 8

Follow the instructions below:

1. Open > YOUR MATRIC NO WORD PROCESSOR 7
2. Convert table to text  
Highlight the table > Layout > Data: Convert to Text > Tabs

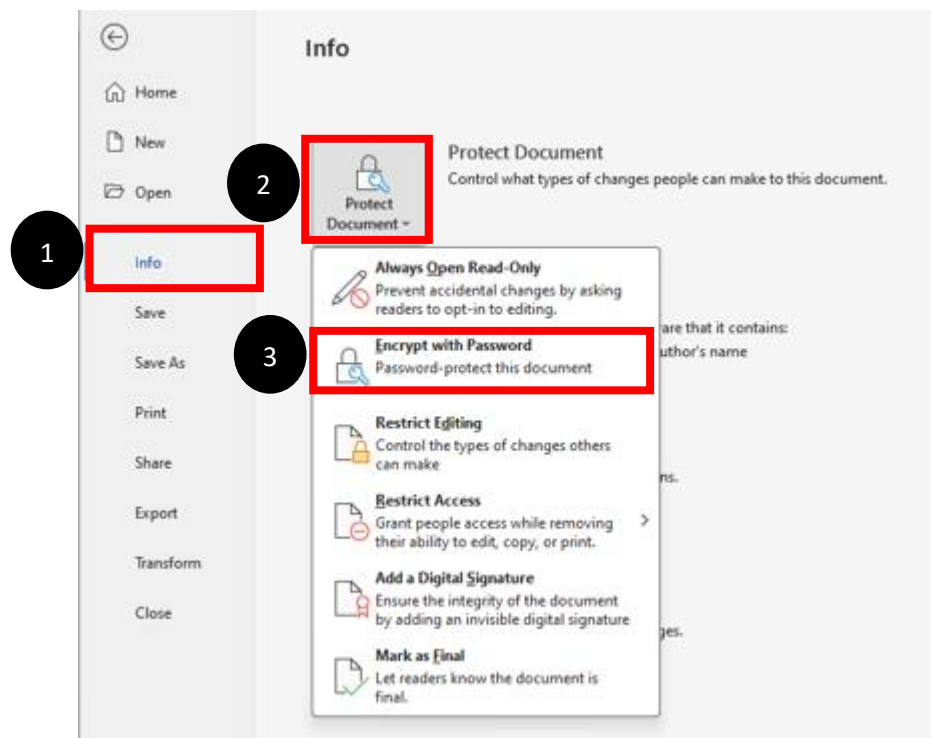


3. Save a document  
File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File Name: YOUR MATRIC NO WORD PROCESSOR 8
4. Protect document:  
File > Protect Document > Encrypt with Password > Password: DBC

- ## MICROSOFT WORD: LAB EXERCISE 9

3. Save a document  
File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File  
Name: YOUR MATRIC NO WORD PROCESSOR 9

4. Protect document:  
File > Protect Document > Encrypt with Password > Password: DBC





## ACTIVITY

- i. Use illustration group

### MICROSOFT WORD: LAB EXERCISE 10

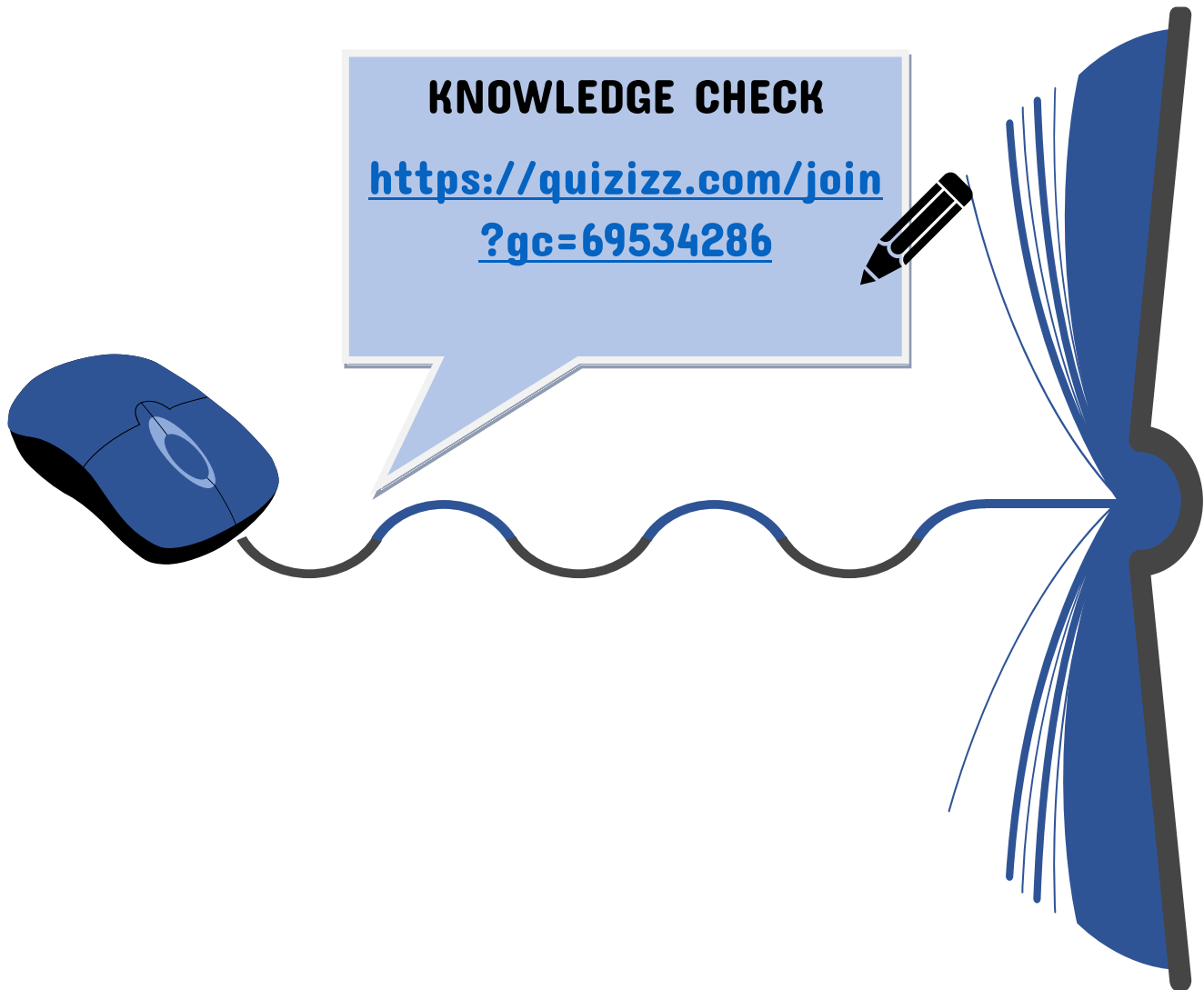
Follow the instructions below:

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 WORD PROCESSOR 10*

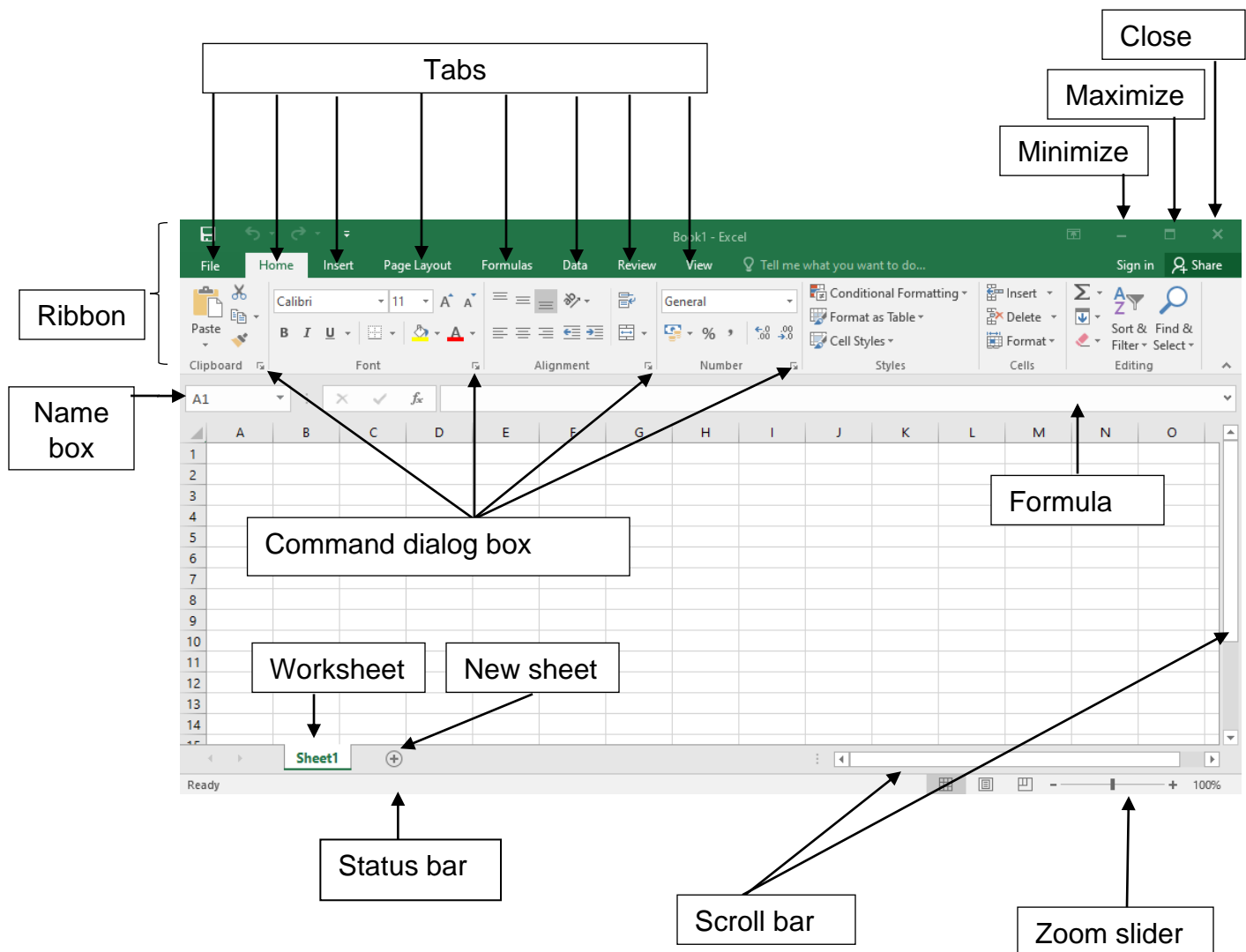
Example:







## MICROSOFT EXCEL: PRIMARY USER INTERFACE



1. **Name box** displays the name of the cell that is currently selected.
2. **Formula bar** displays the content of the selected cell.
3. A **workbook** is the entire file and can contain worksheets inside of it.
4. A **worksheet** is each individual tab inside of a workbook.
5. Worksheets can be added or removed as needed.



## ACTIVITY

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

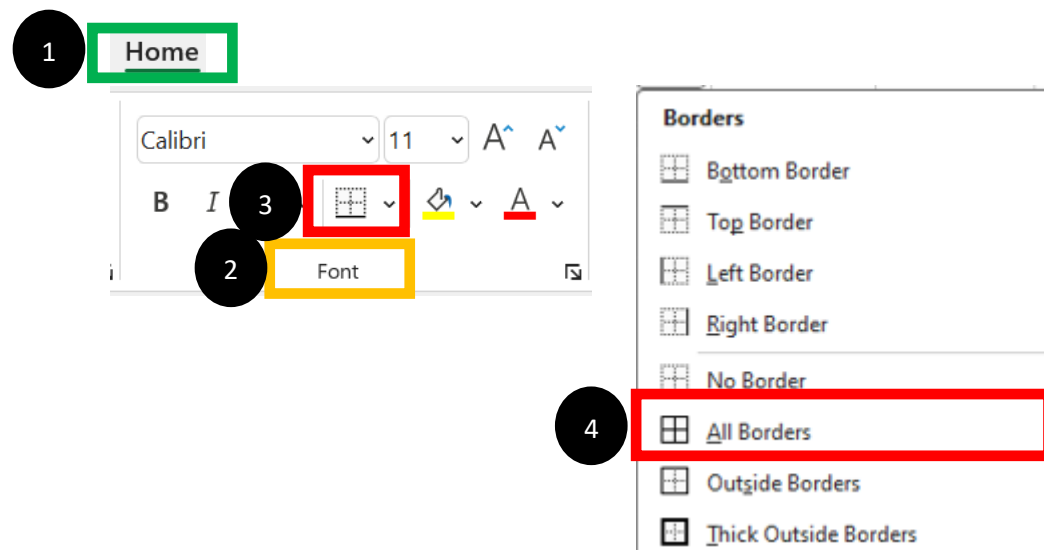
## MICROSOFT EXCEL: LAB EXERCISE 1

Follow the instructions below:

1. Enter the following data in a new worksheet.
2. Start with cell A1.

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%	

3. Place borders around cells  
Select the cells that contain the information > Home > Font: All Borders

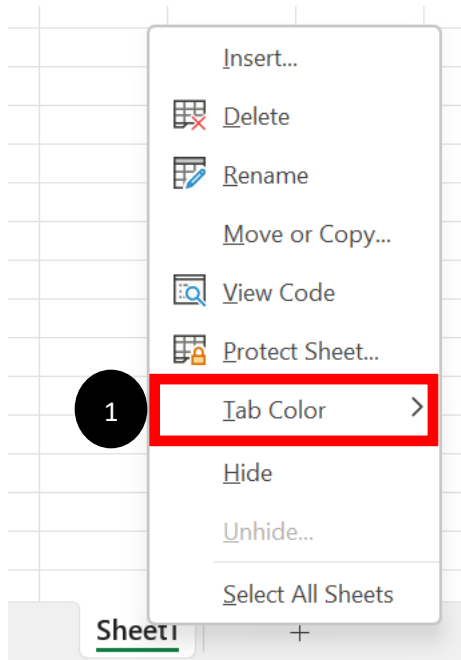




4. Rename a worksheet  
Name the worksheet as **CONTINUOUS ASSESSMENT**.  
Double click the sheet tab > type **CONTINUOUS ASSESSMENT**



5. Change the color of a worksheet tab  
Right click on the sheet tab > Tab Color: yellow



6. Save a workbook  
Save the workbook as YOUR MATRIC NO SPREADSHEET 1



## ACTIVITY

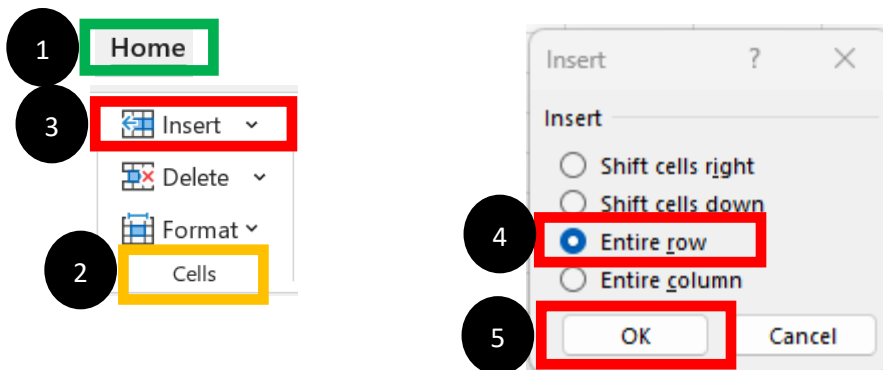
- i. Practice using spreadsheet environment
- ii. Perform data entering and editing
- iii. Perform modifying a worksheet and formatting cell
- iv. Perform function features

## MICROSOFT EXCEL: LAB EXERCISE 2

Follow the instructions below:

1. Open > YOUR MATRIC NO SPREADSHEET 1
2. Apply special character attributes  
Highlight the label for each column > Bold
3. Insert row  
Click in cell 01DRM22F2005 > Home > Cell: Insert: Insert > Entire row  
Enter 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



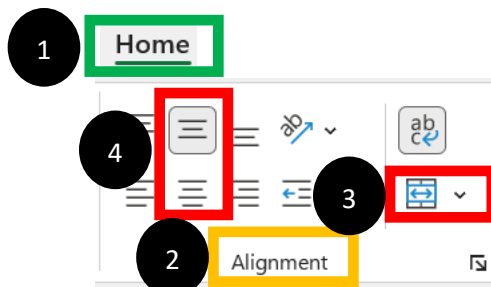


Insert a column between PRACTICAL 1 and TOTAL  
Label the column as MINI PROJECT  
Enter the following data in the new column

MINI PROJECT
36
12
30
34
10
15
40%

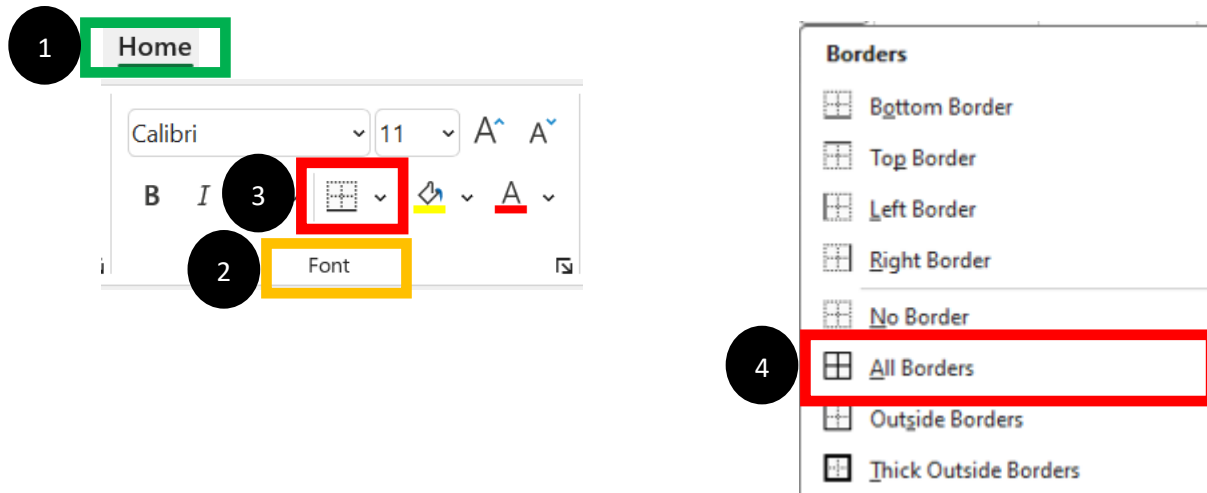


4. Insert a row above the label of each column  
Highlight row 1 > Home > Cell: Insert: Insert Cells > Entire row
5. Merge cells  
Highlight cell A1-H1 > Home > Alignment > Merge & Center > Middle Align and Center > Type **CONTINUOUS ASSESSMENT** in the merged cells

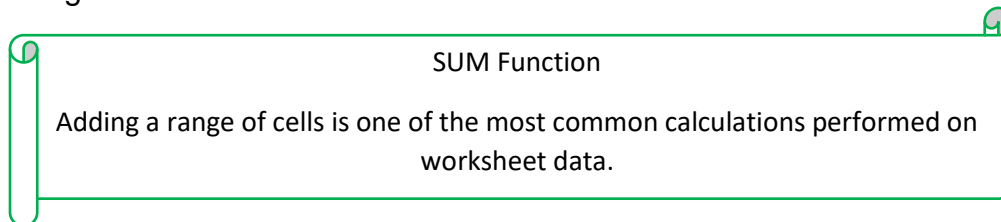




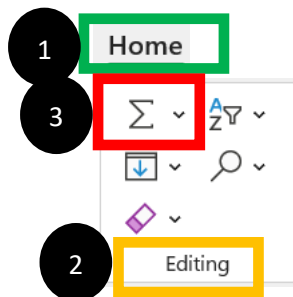
6. Place borders around cells  
Select the cells that contain the information for the table > Home > Font: All Borders



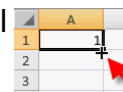
7. Using SUM function



Calculate the TOTAL marks  
Select cell H3 > Home > Editing > AutoSum: Sum > Enter



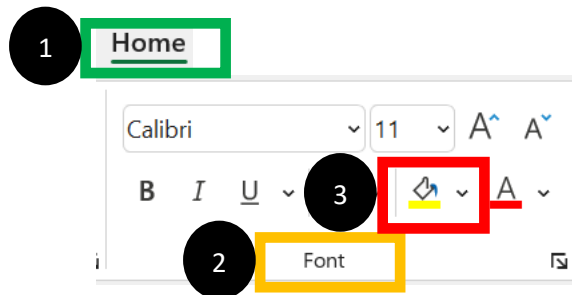
8. Calculate the TOTAL for another cells:  
Select H3 > point the bottom right edge of the active cell > click > drag







9. Color the cell H9  
Select H9 > Home > Font > Fill Color: Yellow



10. Save a workbook  
Save the workbook as YOUR MATRIC NO SPREADSHEET 2



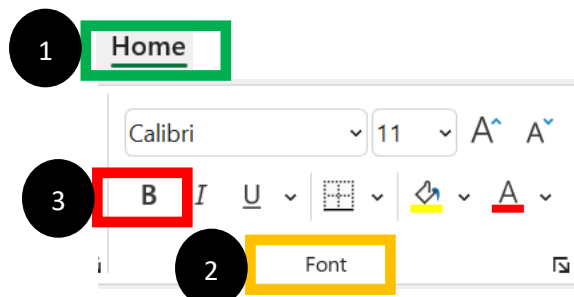
## ACTIVITY

- i. Perform function features

## MICROSOFT EXCEL: LAB EXERCISE 3

Follow the instructions below:

1. Open > YOUR MATRIC NO SPREADSHEET 2
2. Apply special character attributes  
In cell I2 type AVERAGE > Bold  
In cell J2 type COUNT NUMBERS > Bold  
In cell K2 type MAX > Bold  
In cell L2 type MIN > Bold



3. Using AVERAGE function

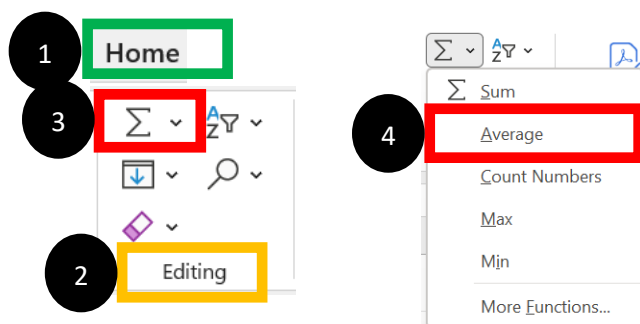
**AVERAGE function**

Adds a range of cells and then divides by the number of cell entries, determining the mean value of all values in the range

Calculate average marks for Aiman

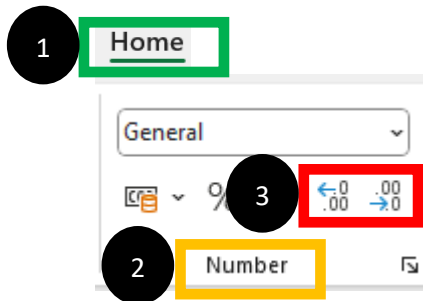
Select cell I3 > Home > Editing > AutoSum: Average > Click cell D3 drag until cell G3 > Enter

Calculate average marks for another student (refer **LAB EXERCISE 2: SPREADSHEET**)

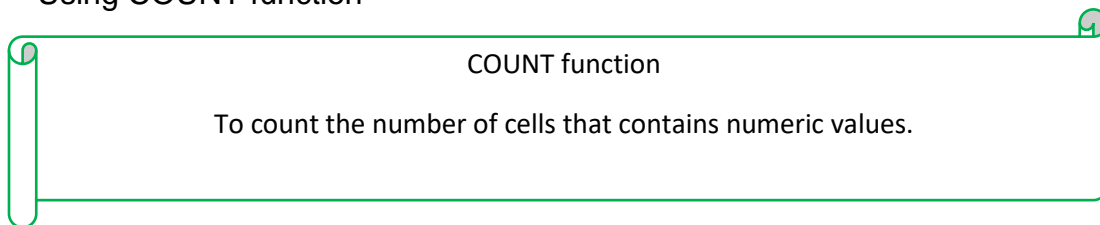




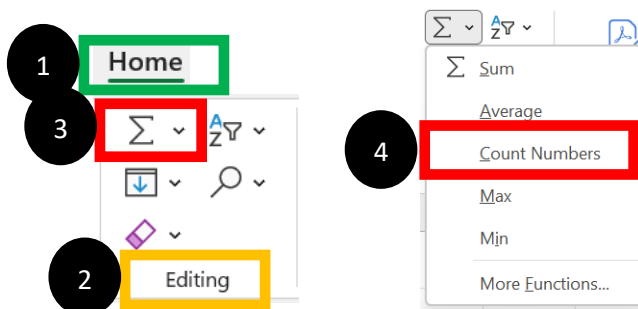
4. Apply number format  
Set the average marks in two decimal places  
Select I3 until I8 > Home > Number: Increase Decimal / Decrease Decimal



5. Using COUNT function



Select cell J3 > Home > Editing > AutoSum: Count Numbers > Click cell D3 drag until cell D8 > Enter



6. Merge cells  
Merge cells J3 until J8 (refer **LAB EXERCISE 2: SPREADSHEET**) > Middle Align



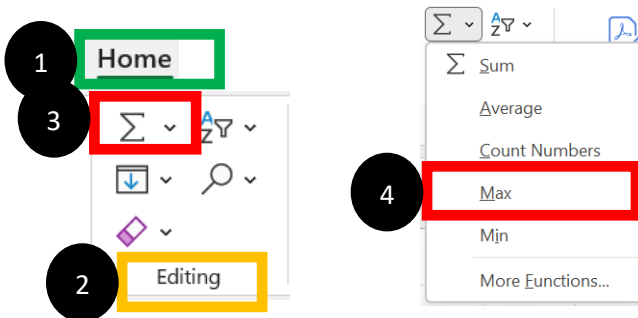
## 7. Using MAX function

**MAX function**

To determine the largest value in a set of values

Identify maximum total marks:

Select cell K3 > Home > Editing > AutoSum: Max > Click cell H3 drag until cell H8 > Enter



## 8. Merge cells K3 until K8

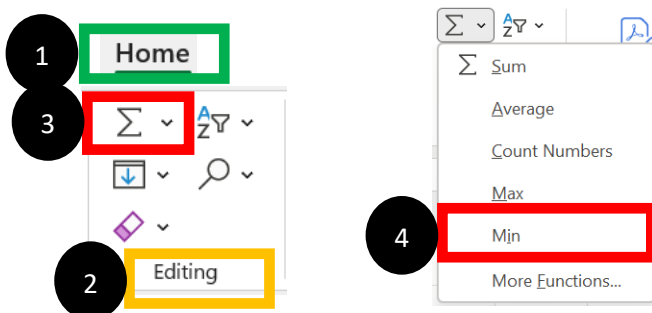
## 9. Using MIN function

**MIN function**

To determine the minimum value in a set of values

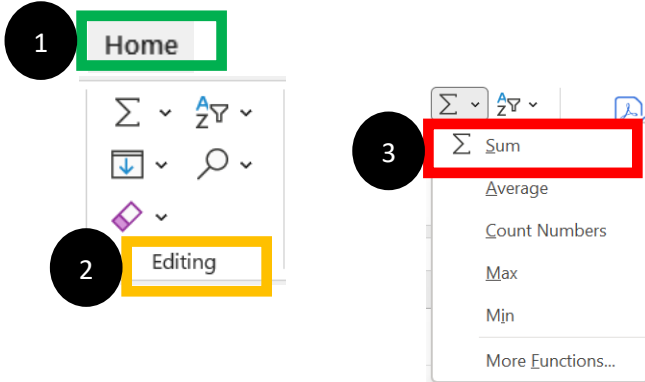
Identify minimum total marks

Select cell L3 > Home > Editing > AutoSum: Min > Click cell H3 drag until cell H8 > Enter





10. Merge cells  
Merge cells L3 until L8
11. Calculate total in percentage at cell H9 (D9:G9)



12. Save a workbook  
Save the workbook as YOUR MATRIC NO SPREADSHEET 3



## ACTIVITY

- i. Perform function features

## MICROSOFT EXCEL: LAB EXERCISE 4

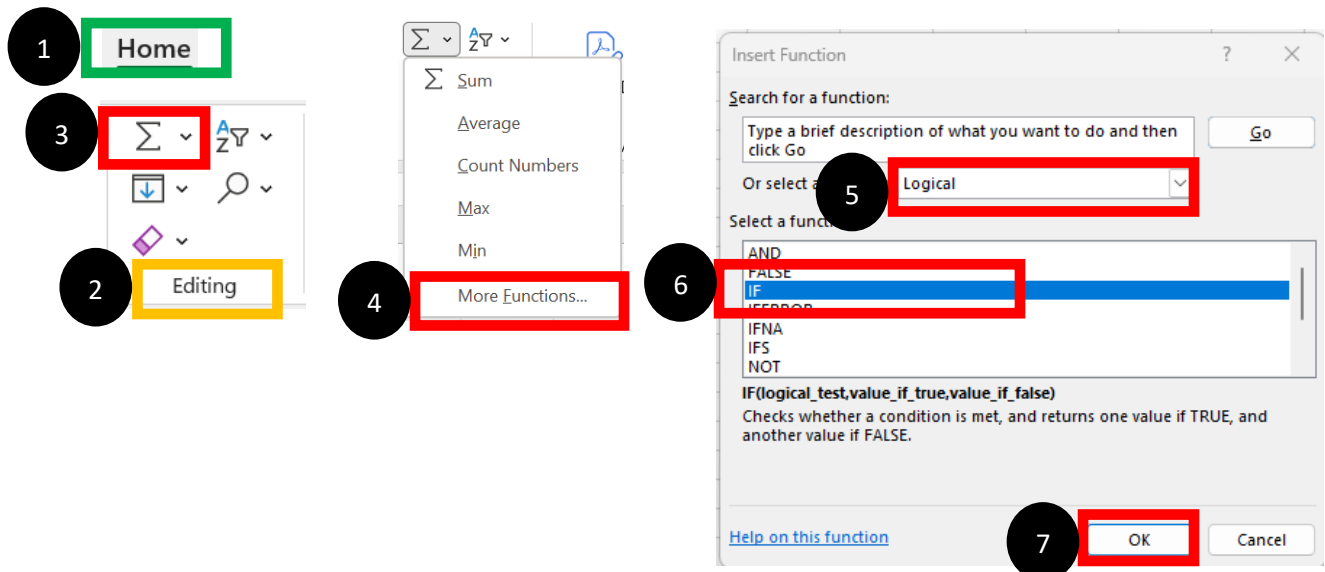
Follow the instructions below:

1. Open > YOUR MATRIC NO SPREADSHEET 3
2. Insert column  
Insert a column between TOTAL and AVERAGE (refer LAB EXERCISE 2: SPREADSHEET) > label as **STATUS**
3. Using IF function

### IF function

IF Statement tests a given condition  
It returns one value for a TRUE result and another value for a FALSE result.

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

8

Logical_test	H3>39	=	TRUE
Value_if_true	"PASS"	=	"PASS"
Value_if_false	FAIL	=	

= "PASS"

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](#)

9 OK Cancel

Fill in the STATUS for cell I4 until I8.

- Create the following table.
- Start with cell A10.
- Based on the IF function perform above, list down students who passed the continuous assessment in the table.

Matric Number	Name

- Insert columns  
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	



## 5. Using AND function

### AND function

To require more than one condition at the same time.

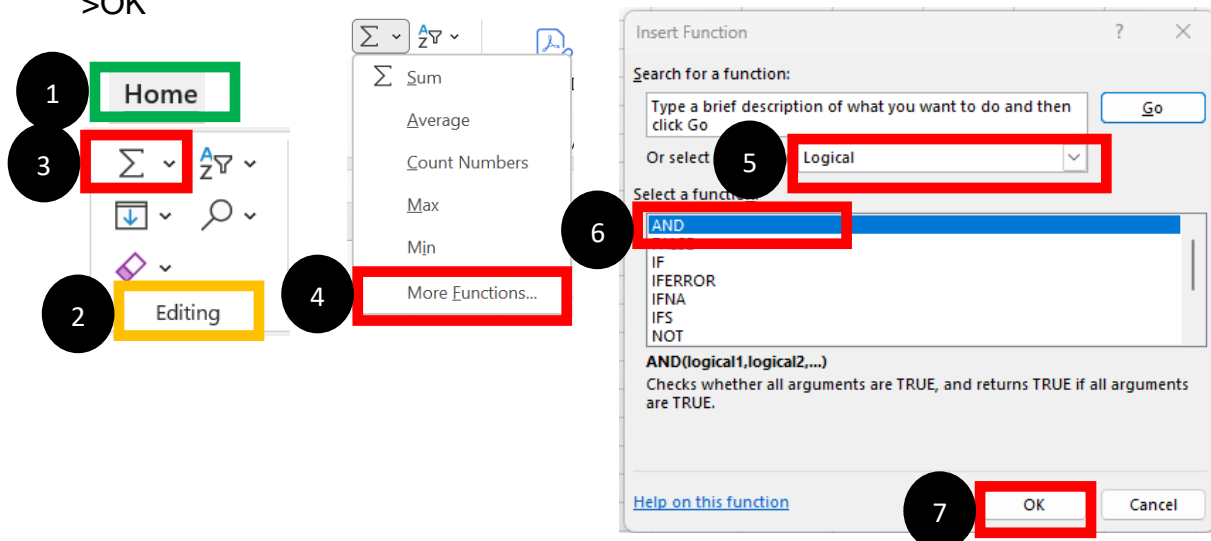
The household living aid terms and conditions:

The number of siblings is more than 5 and family income is less than RM5000

Identify students who is eligible for household living aid.

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

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







Function Arguments

AND

8

logical1	N3>5	= TRUE
logical2	O3<5000	= TRUE
logical3		= logical
logical4		= logical

= TRUE

Checks whether all arguments are TRUE, and returns TRUE if all arguments are TRUE.

**Logical2:** logical1,logical2,... are 1 to 255 conditions you want to test that can be either TRUE or FALSE and can be logical values, arrays, or references.

Formula result = TRUE

[Help on this function](#)

9 OK Cancel

Fill in the HOUSEHOLD LIVING AID columns for cell P4 until P8

- Create the following table.
- Start with cell A17.
- Based on the AND function perform above, list down students who is eligible for household living aid in the table.

Matric Number	Name



6. Insert columns  
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	

7. Using OR function

#### OR function

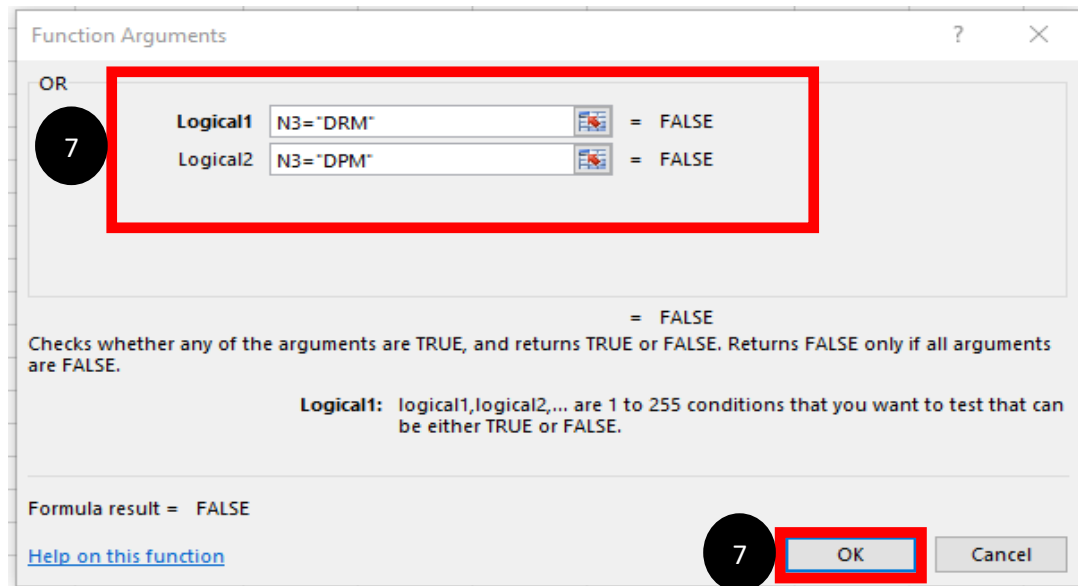
To determine that at least one condition is true from multiple criteria.  
If only one condition is true, that value passes the test.

Terms and conditions to join the Entrepreneurship Competition:  
Students from DPM or DRM

Identify students who is eligible to join the Entrepreneurship Competition  
Select cell O3 > Home > Editing > AutoSum > More Functions: Logical > OR > OK >

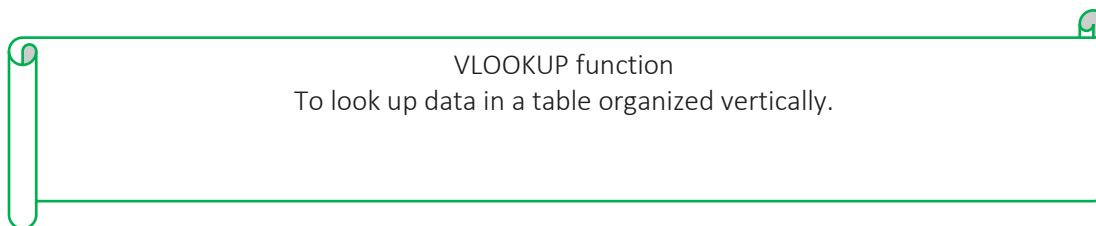
The screenshot illustrates the steps to insert the OR function in Excel:

1. Click the **Home** tab.
2. Click the **Editing** group.
3. Click **More Functions...**.
4. Select **Logical** from the list.
5. Select the **OR** function.
6. Click **OK**.



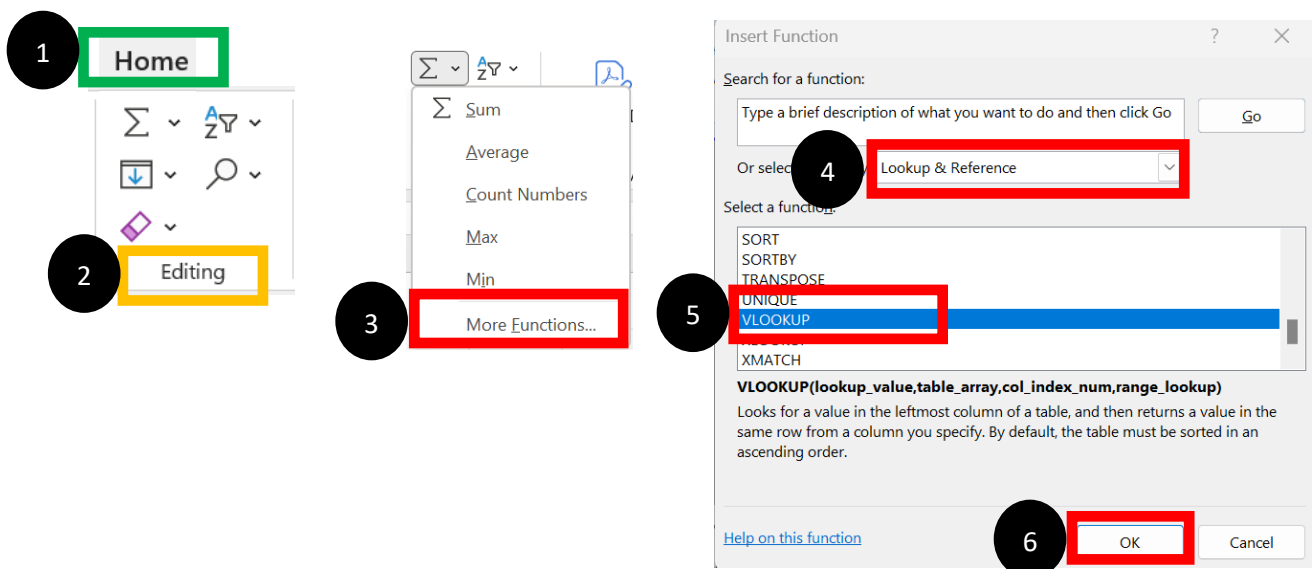
Fill in the ENTREPRENEURSHIP COMPETITION columns for cell O4 until O8

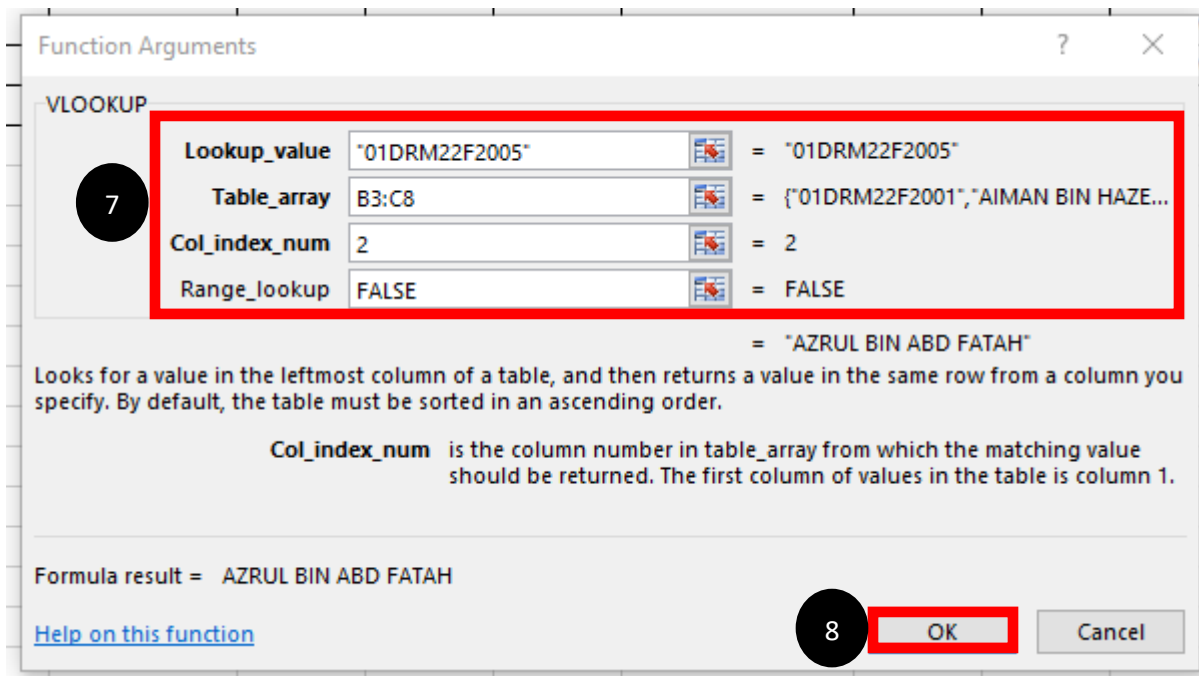
## 8. Using VLOOKUP function



Find student with matric number 01DRM22F2005

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





- Create the following table.
- Start with cell A23.
- Based on the VLOOKUP function performs above, list down student with matric number 01DRM22F2005

Answer:

Name

- Save a workbook  
Save as MATRIC NUMBER SPREADSHEET 4



## ACTIVITY

- i. Performing basic calculations using formulas

## MICROSOFT EXCEL: LAB EXERCISE 5

Symbol	Description	Example
+	Addition	=7+7
-	Subtraction	=9-7
*	Multiplication	=7*7
/	Division	=9/7
^	Exponentiation	=7^9


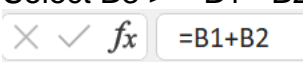
Follow the instructions below:

### QUESTION 1

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

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

### Instruction:

- Start with cell A1.
- Apply number formats  
Format the sales and return inwards amount in the form of numbers:  
Home > Number  > Number > Decimal places: 2 > Tick on use 1000 separator
- Calculate net sales:  
Select B3 > = B1 - B2  

- Rename worksheet  
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 a new worksheet and rename it  
Click new sheet button > Rename as **NET PROFIT**.
2. Start with cell A1.
3. Apply number formats  
Format the amount in the form of numbers, decimal places: 0, use 1000 separator.

## QUESTION 3

Enter the following data:

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 a new worksheet and rename it  
Click new sheet button > Rename as **QUIZ**.
2. Start with cell A1.



3. Apply number formats  
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:  
$$= \frac{TEST}{60} \times 70$$
6. Create a pie chart that shows the **total quiz marks** and the **total test marks** for **Abu**.  
Select data for Abu (A4:F4) > Insert > Charts :3D Pie

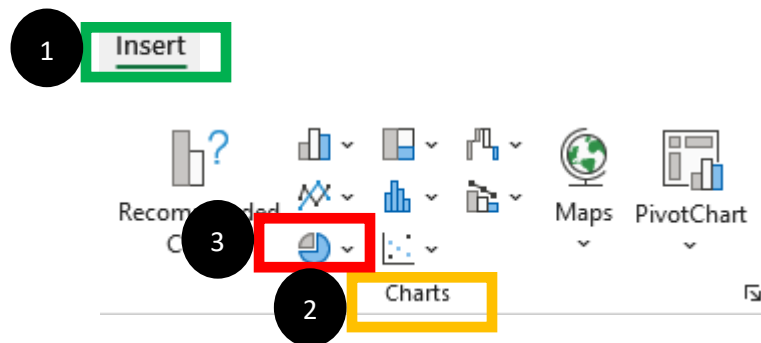
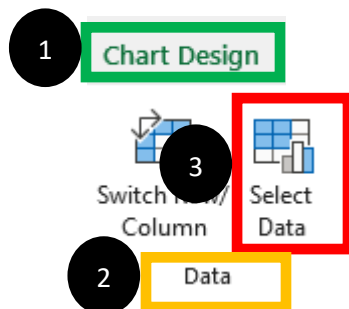
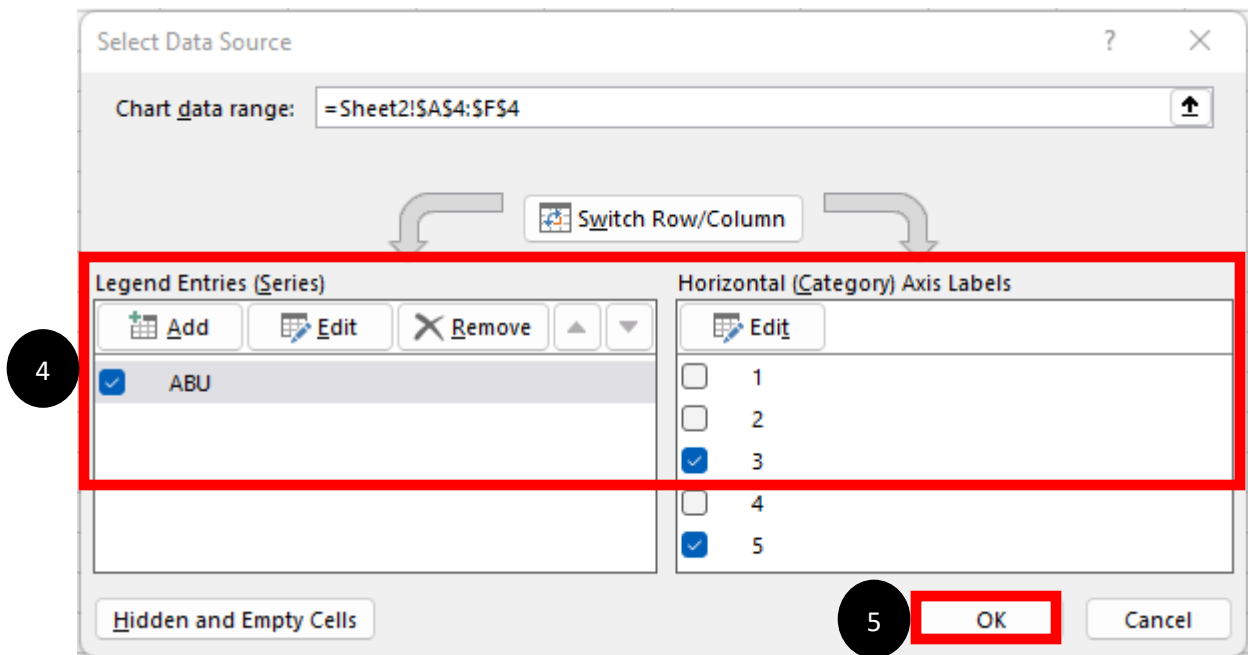


Chart Design > Data > Select Data >





8. Save a workbook  
Save as YOUR MATRIC NUMBER SPREADSHEET 5





## ACTIVITY

- i. Perform function features

## MICROSOFT EXCEL: LAB EXERCISE 6

Follow the instructions below:

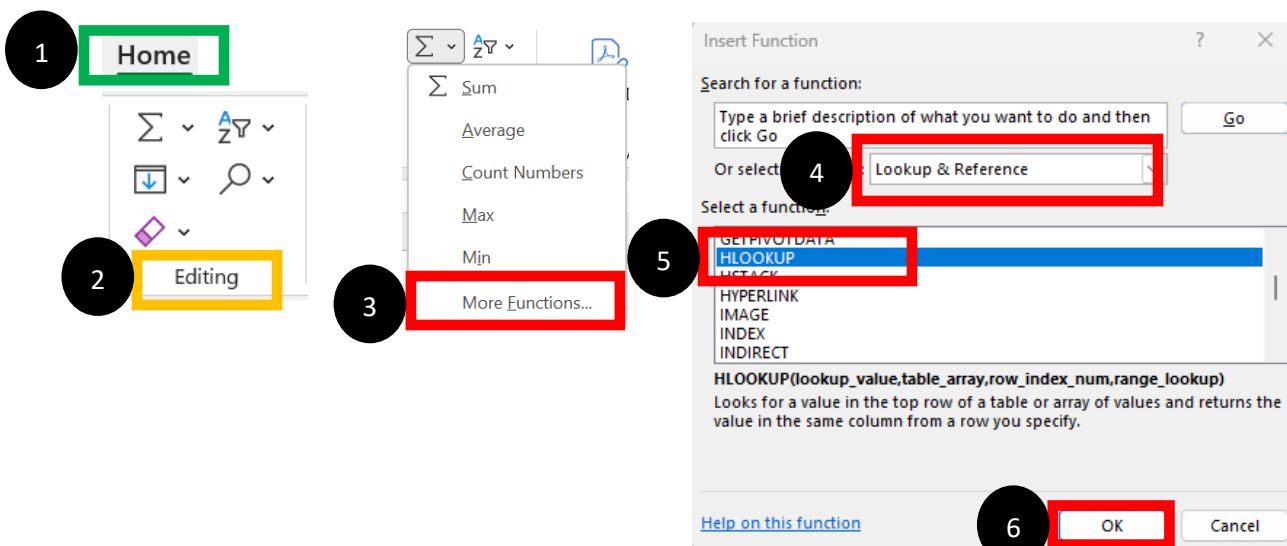
1. Create a workbook  
Save as > YOUR MATRIC NO SPREADSHEET 6
  2. Enter the following data:
- | ORDER ID   | 101       | 102       | 103       |
|------------|-----------|-----------|-----------|
| UNIT PRICE | MYR 15.00 | MYR 20.00 | MYR 70.00 |
| QUANTITY   | 5         | 3         | 10        |
3. Start with cell A1
  4. Using HLOOKUP function

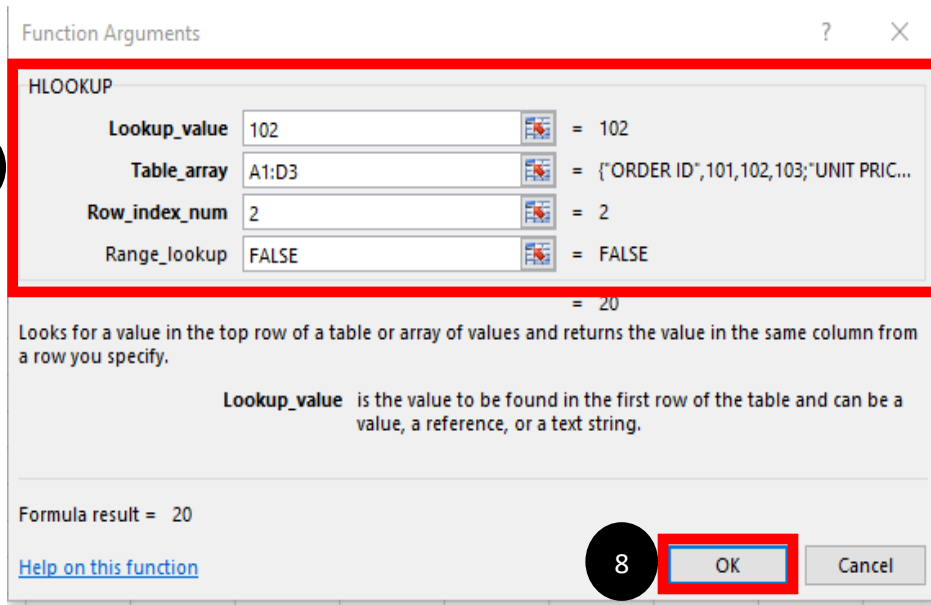
HLOOKUP function

To look up data in a table organized horizontally.

Identify unit price for order ID 102

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





5. Rename worksheet  
Name the worksheet as **HLOOKUP**
7. Add a new worksheet and rename it  
Click new sheet button > Rename as **VLOOKUP**.
5. Enter the following data:

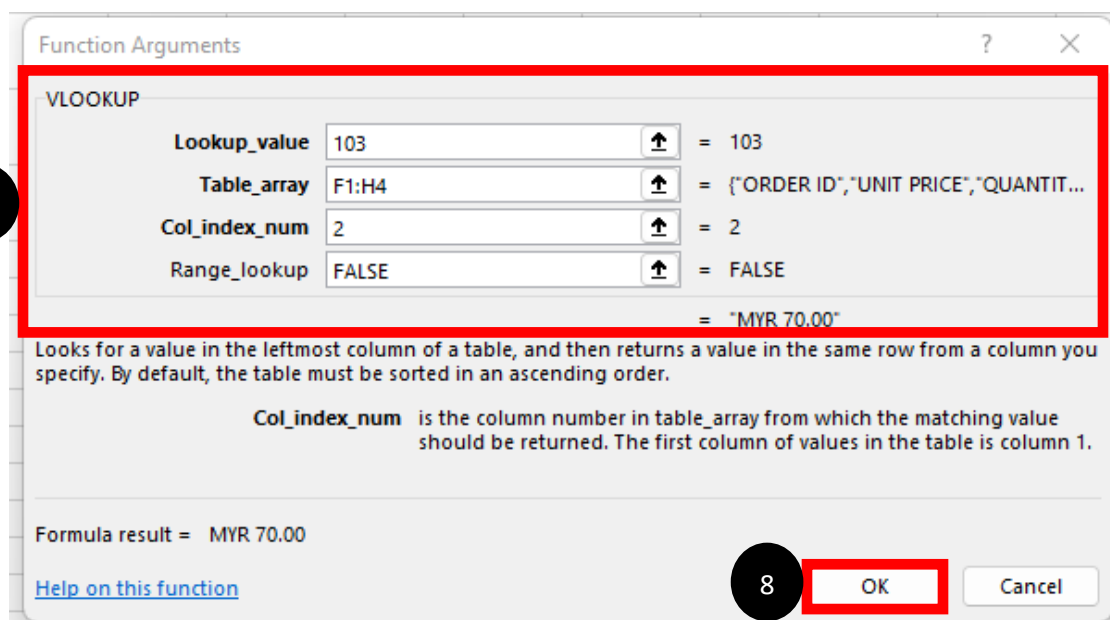
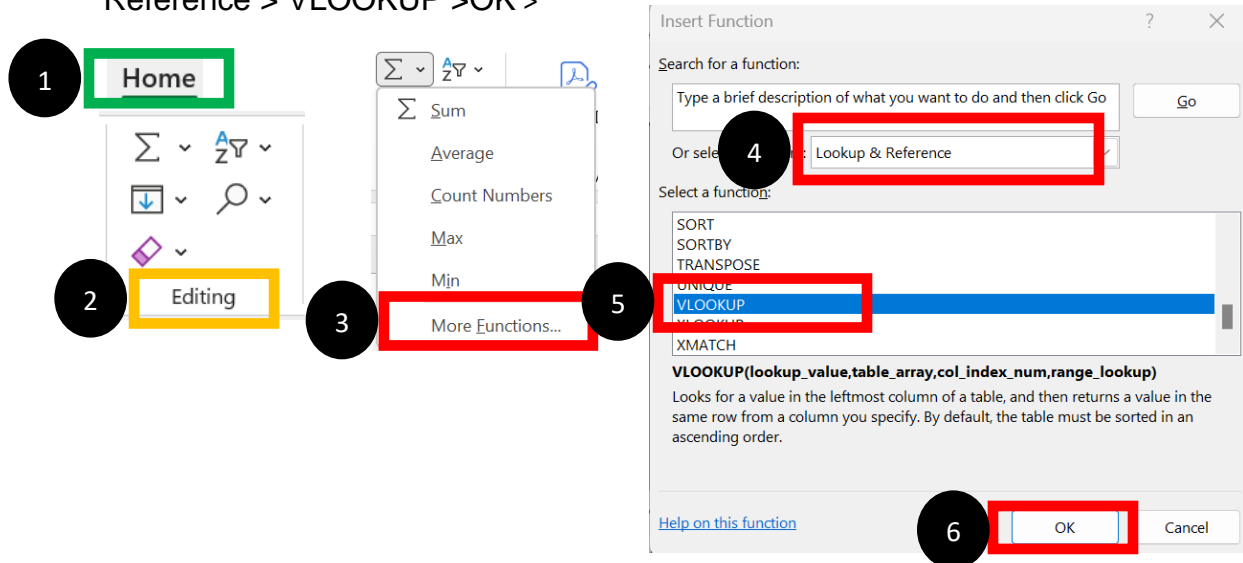
ORDER ID	UNIT PRICE	QUANTITY
101	MYR 15.00	5
102	MYR 20.00	3
103	MYR 70.00	10
6. Start with cell F1
7. Using VLOOKUP function

VLOOKUP function  
To look up data in a table organized vertically.



Identify unit price for order ID 103

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



8. Save a workbook  
Save as MATRIC NUMBER SPREADSHEET 6



## ACTIVITY

- i. Perform dynamic list with Pivot Table features

## MICROSOFT EXCEL: LAB EXERCISE 7

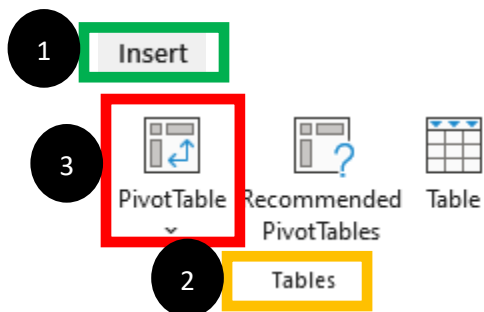
Follow the instructions below:

1. Open > YOUR MATRIC NO SPREADSHEET 4
2. Using PivotTable

### PivotTable

It summarizes and reorganizes selected columns and rows of data to obtain a desired report.

Identify student NAME and TOTAL for status PASS  
Select A2:R9 > Insert > Tables: Pivot Table >





4

5

6

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

7

8

9

Drag fields between areas below:

**FILTERS**

STATUS

**ROWS**

NAME

**VALUES**

Sum of TOTAL

☐ NO

☐ MATRIC NUMBER

☒ **NAME**

☐ QUIZ 1

☐ TEST 1

☐ PRACTICAL 1

☐ MINI PROJECT

☒ **TOTAL**

☒ **STATUS**

☐ AVERAGE

☐ COUNT NUMBERS

☐ MAX

☐ MIN

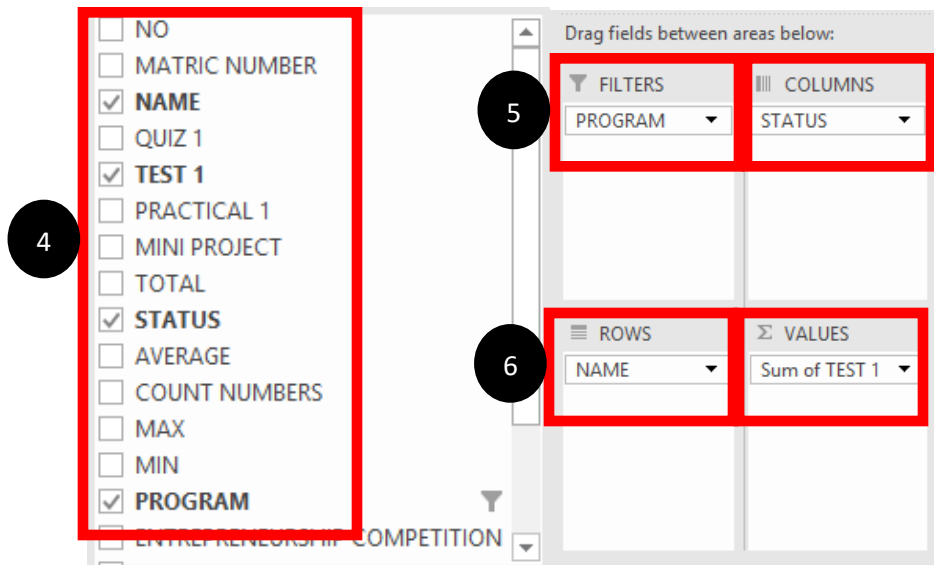
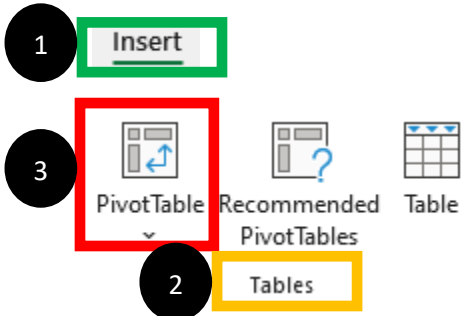
☐ PROGRAM

☐ ENTREPRENEURSHIP COMPETITION

3. Rename the worksheet as STATUS



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



5. Rename the worksheet as PROGRAM
6. Save a workbook  
Save as MATRIC NUMBER SPREADSHEET 7



## ACTIVITY

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

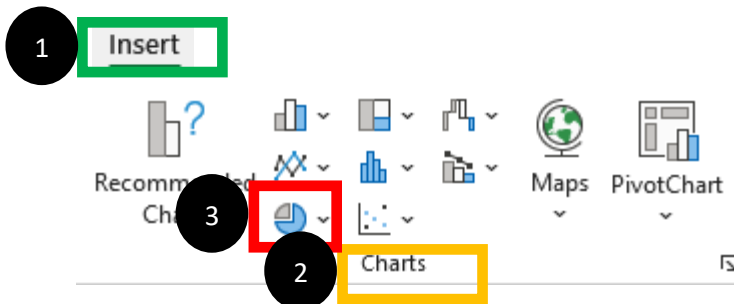
## MICROSOFT EXCEL: LAB EXERCISE 8

Follow the instructions below:

1. Enter the following data:

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. Start with cell A1
3. Create pie chart that shows Month and Quantity  
Select data MONTH and QUANTITY (A1:B7) >Insert > Charts: 3D Pie



4. Create bar chart using Month and Amount  
Select data A1:C7 >Insert > Charts: Insert Column or Bar Chart > 2D Bar

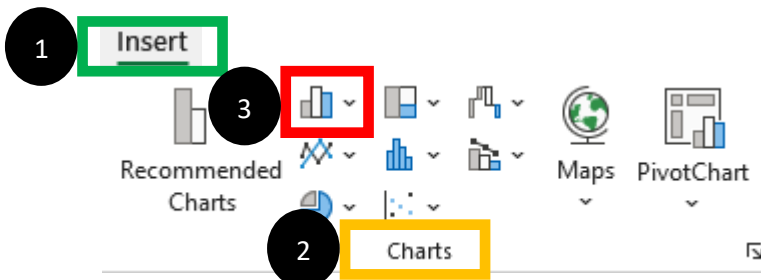
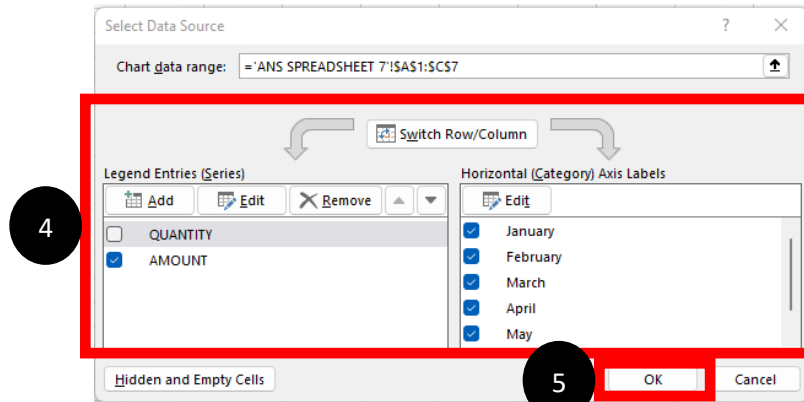


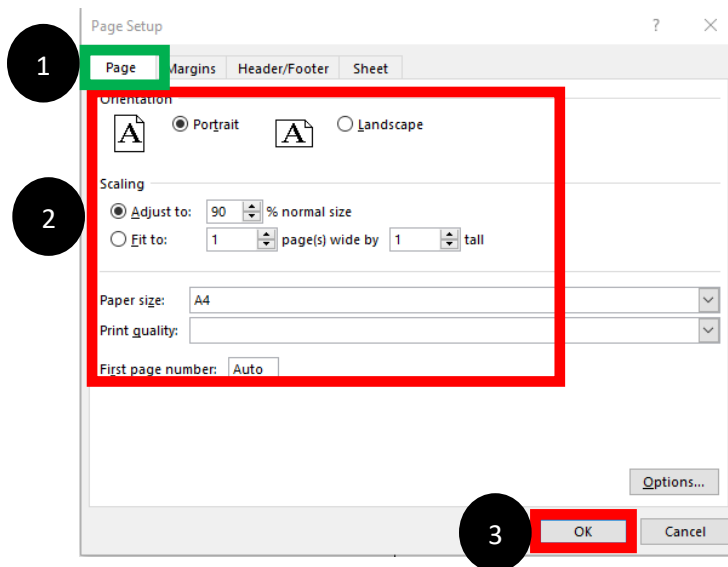


Chart Design > Data > Select Data >

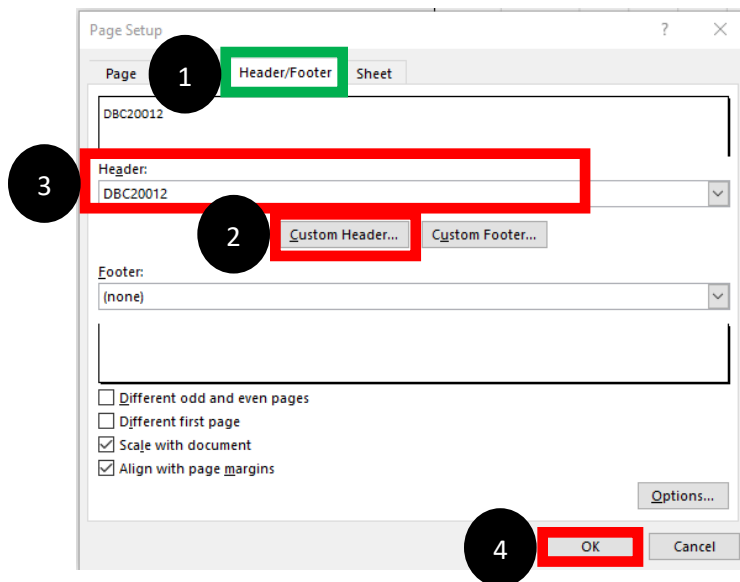
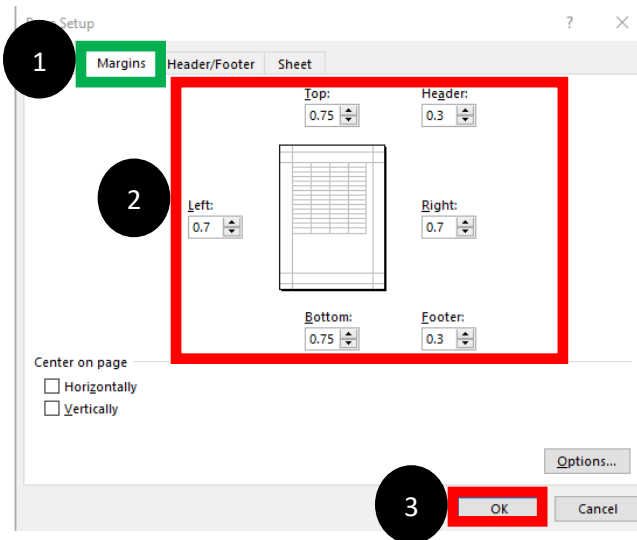


Change title to SALES (RM)

5. Save a workbook  
Save as YOUR MATRIC NUMBER SPREADSHEET 8.
6. Print the worksheet  
File > Print > Page Setup >

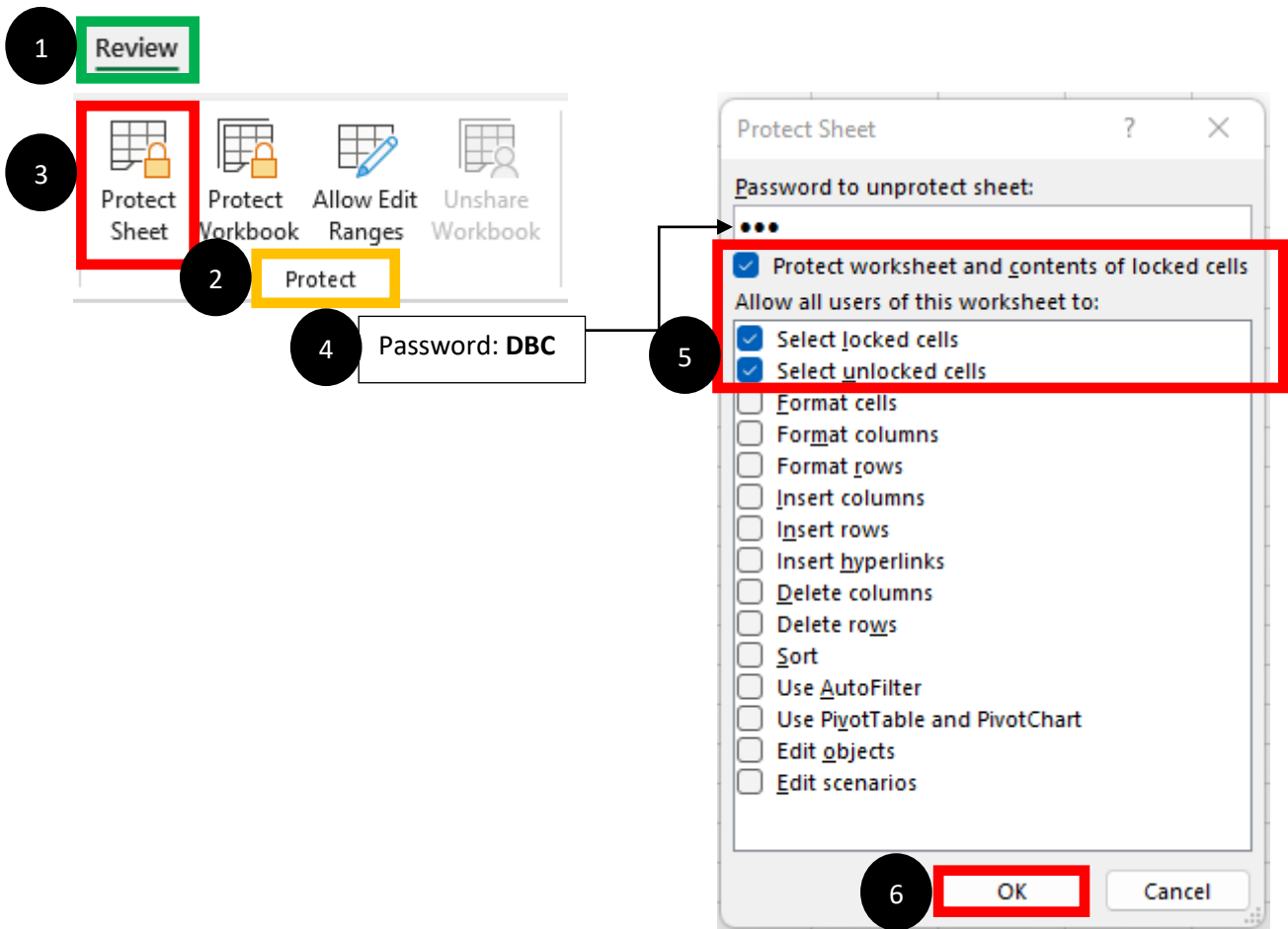








7. Protect a worksheet  
Review > Protect > Protect Sheet > Password to unprotect sheet: DBC





8. Require a password to open the workbook  
File > Info > Protect Workbook > Encrypt with Password: the password is **DBC**

The screenshot shows the Microsoft Excel 'Info' tab. The left sidebar has a red box around the 'Info' tab (1). The main area has a red box around the 'Protect Workbook' button (2). The 'Protect Workbook' dropdown menu is open, showing several options, with 'Encrypt with Password' highlighted by a red box (3). The 'Encrypt with Password' option includes the text 'Require a password to open this workbook.'

**Info**

Home  
New  
Open  
Get Add-ins  
Save

**Protect Workbook**  
Control what types of changes people can make to this workbook.

**Inspect Workbook**  
Before publishing this file, be aware that it contains:  
▪ Printer path, author's name, related dates and absolute path

**Always Open Read-Only**  
Prevent accidental changes by asking readers to opt-in to editing.

**Encrypt with Password**  
Require a password to open this workbook.

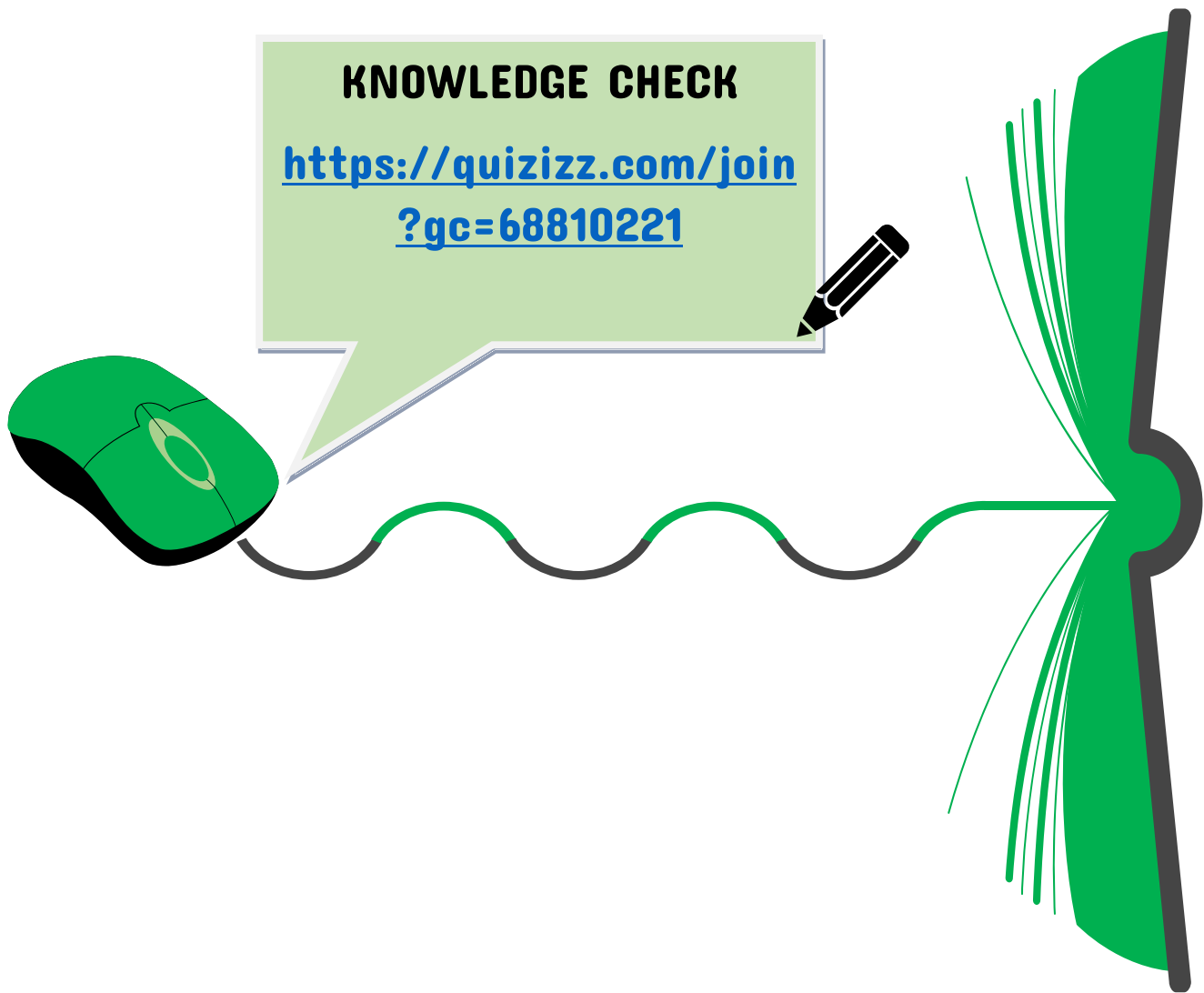
**Protect Current Sheet**  
Control what types of changes people can make to the current sheet.

**Protect Workbook Structure**  
Prevent unwanted changes to the structure of the workbook, such as adding sheets.

**Restrict Access**  
Grant people access while removing their ability to edit, copy, or print.

**Add a Digital Signature**  
Ensure the integrity of the workbook by adding an invisible digital signature.

**Mark as Final**  
Let readers know the document is final.





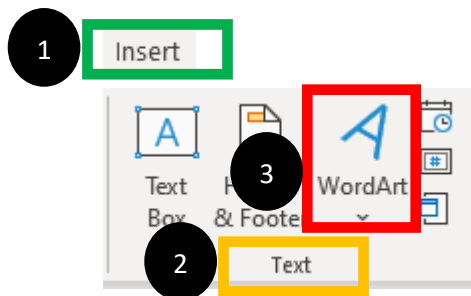
## ACTIVITY

- Create new slide presentation
- Perform slide master and transition features
- Perform illustration groups features
- Perform features of insert comment and hyperlink
- Perform presentations and use protection features

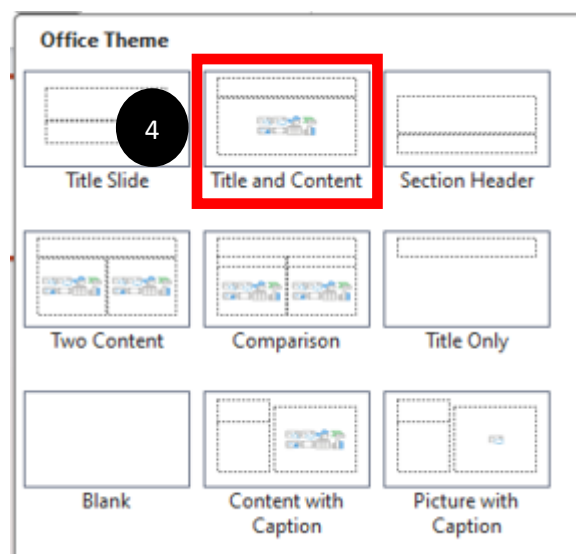
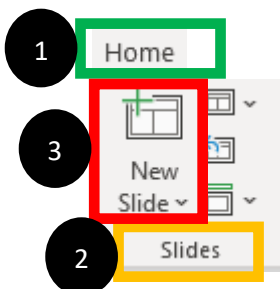
## MICROSOFT POWERPOINT: LAB EXERCISE 1

Follow the instructions below:

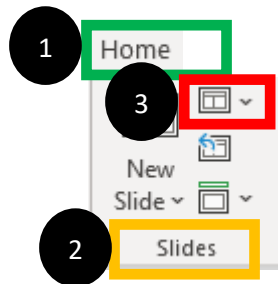
- Create new presentation  
Windows key > Find and click PowerPoint > Blank presentation
- Create a presentation with title: Logo in Marketing Today  
Insert > Text > Word Art  
Type the title on the first slide



- Add new slide  
Home > Slides > New Slide



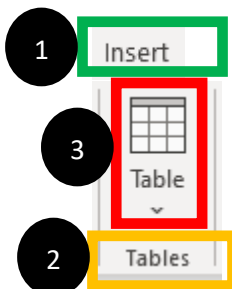
4. Choose suitable layout for each slide  
Home > Slides > Slide Layout



Type the title for each slide as follow:

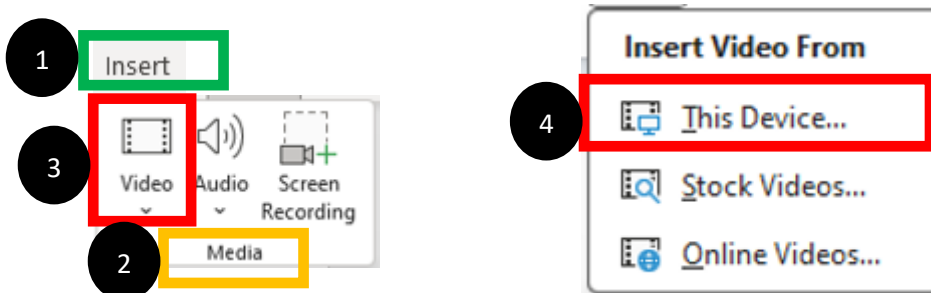
Slide number	Title
2	Table of contents
3	What is logo?
4	The Importance Of Logo
5	FedEx Logo Meaning
6	Amazon Logo Meaning
7	Baskin Robbins Logo Meaning
8	Audi Logo Meaning
9	Gucci Logo Meaning
10	BMW Logo Meaning

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



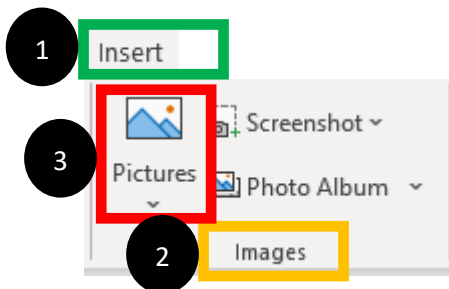
1	What is logo?
2	The Importance of Logo
3	FedEx Logo Meaning
4	Amazon Logo Meaning
5	Baskin Robbins Logo Meaning
6	Audi Logo Meaning
7	Gucci Logo Meaning
8	BMW Logo Meaning

6. Find suitable video related to *the importance of logo*.  
Insert the video in slide number 4.  
Insert > Media > Video > This Device

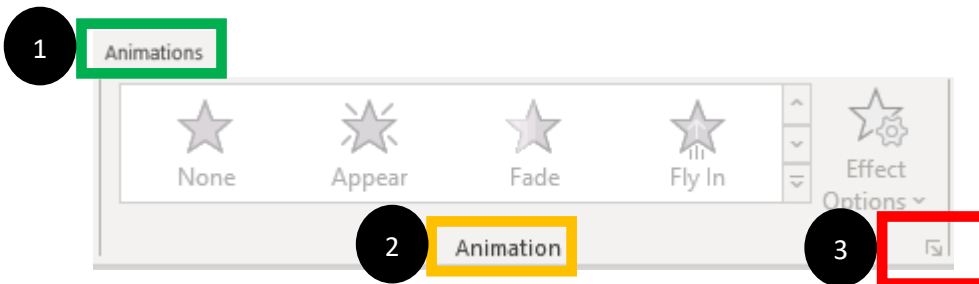


7. Find suitable contents for each slide.

8. Insert logo for each slide  
Insert > Images > Pictures



9. Insert animation features  
Click logo > Animation > Select an animation

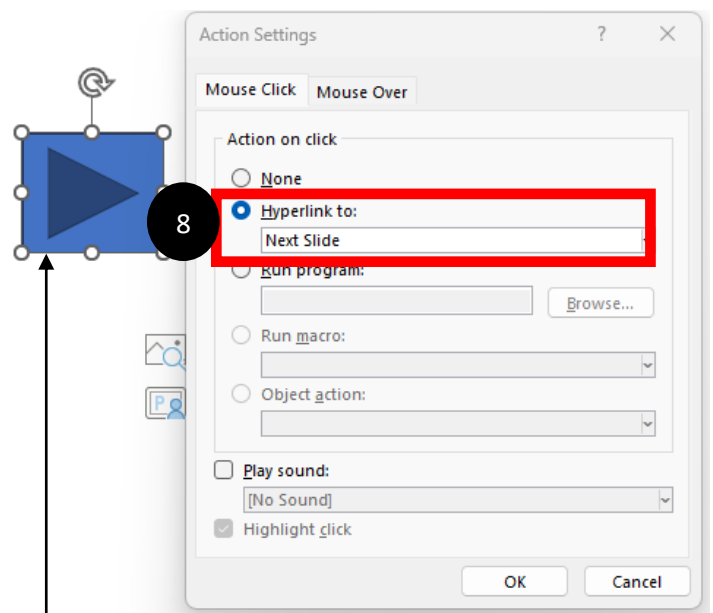
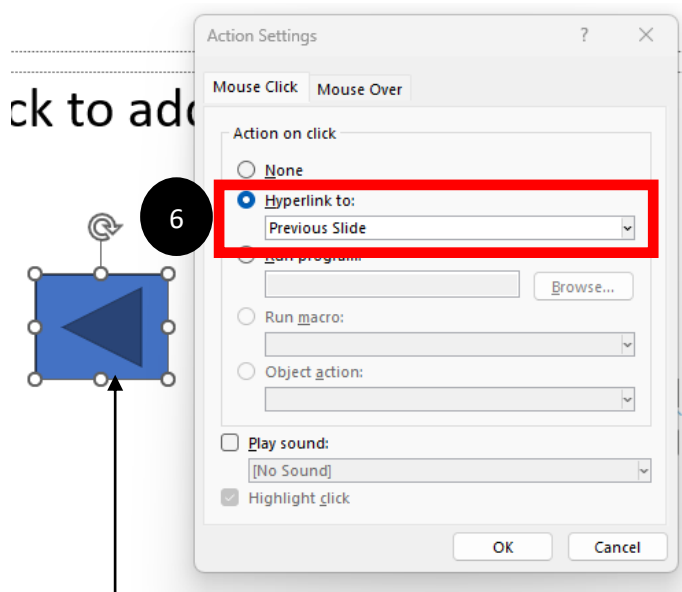
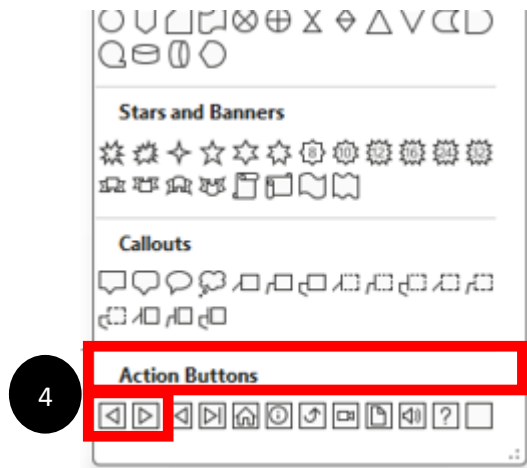
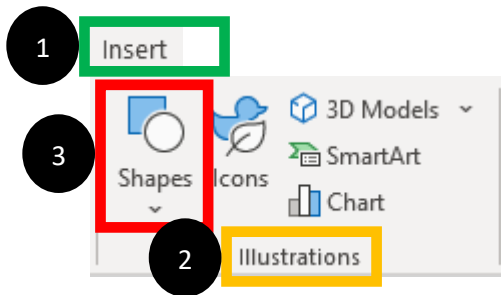


Logo	Animation
FedEx	Bounce
Amazon	Grow/Shrink
Baskin Robbins	Fly in
Audi	Spin
Gucci	Appear
BMW	Spilt

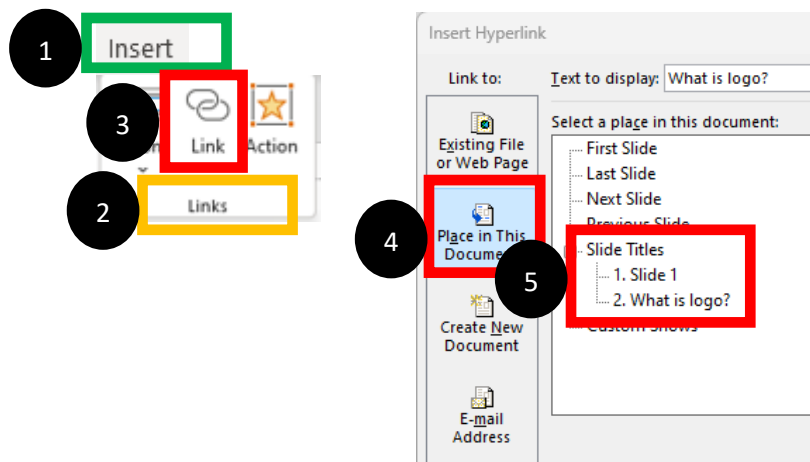
10. Insert action button at each slides



Insert > Illustrations > Shapes: Action Buttons  
Insert the following action button



11. Insert hyperlink  
In slide 2 > Highlight *What is logo?* > Insert > Links > Link > Place in This Document > Slide Titles: What is logo?

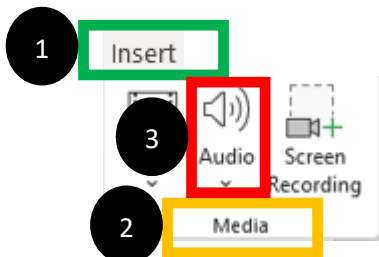


Insert hyperlink for each title in table contents.

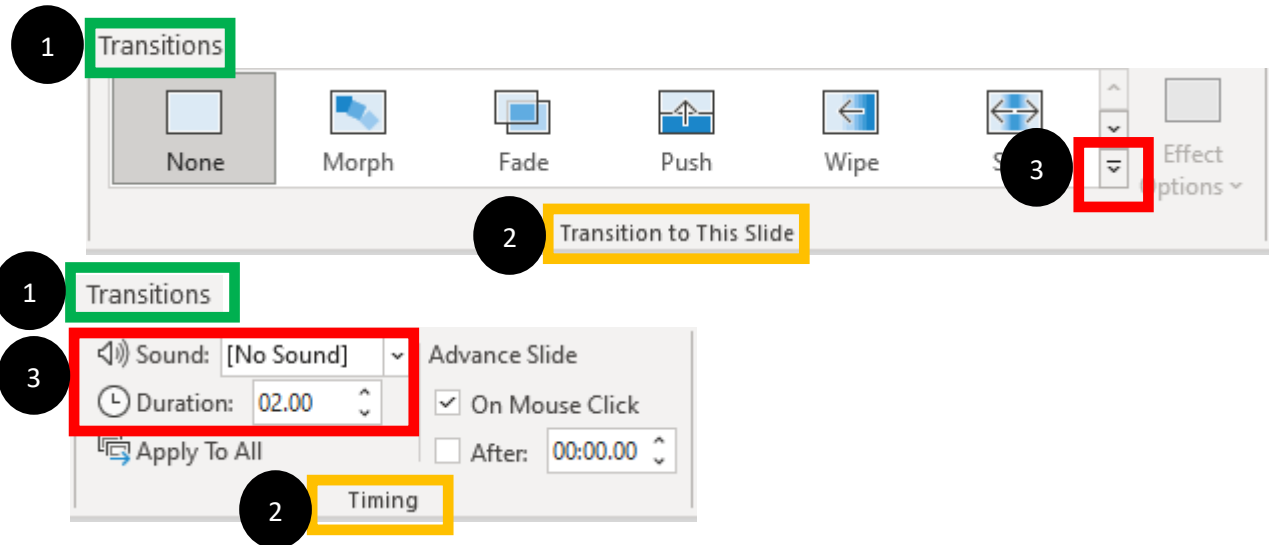
12. Add theme to the slide  
Design > Themes / Variants > Select a theme / variant



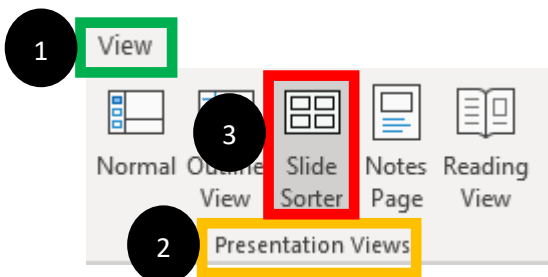
13. Insert Suitable Audio  
Insert > Media > Audio



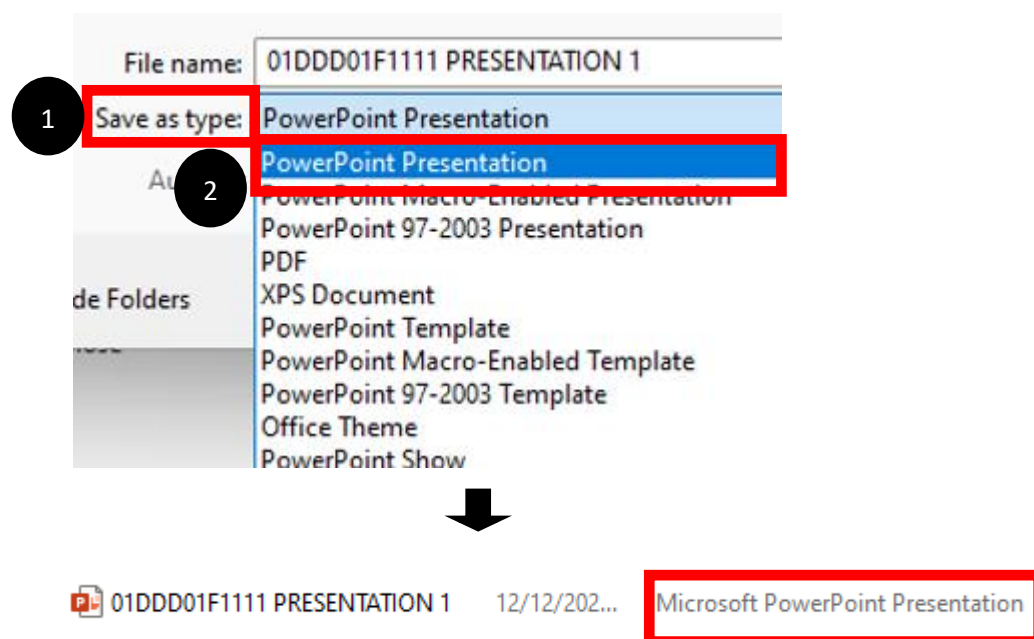
14. Insert transition features  
Transition > Transition to This Slide: Choose the relevant transition > Timing:  
Set Sound and Duration



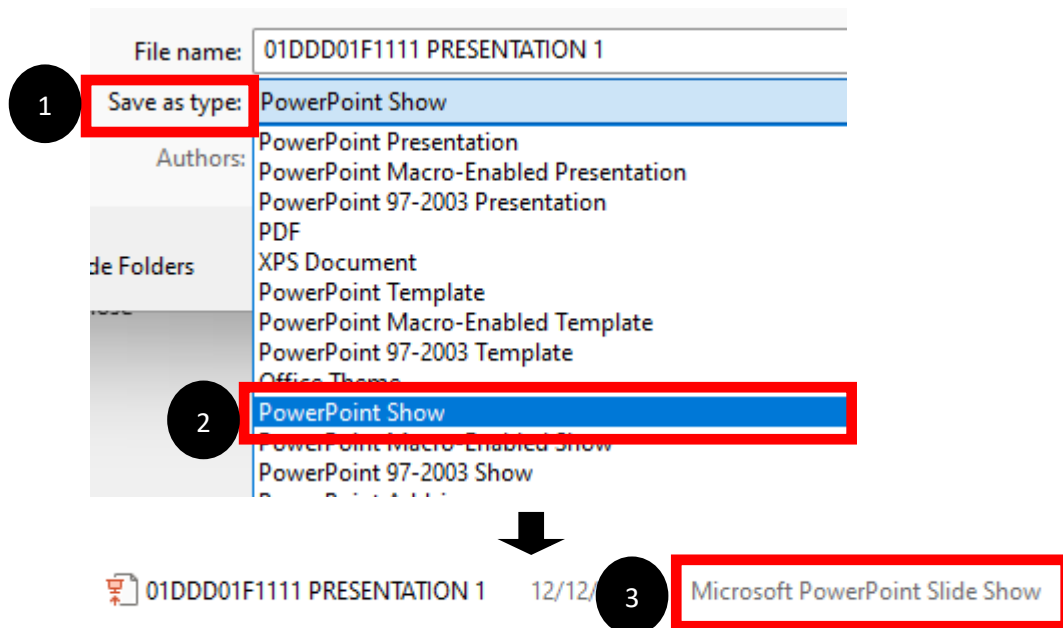
15. Use slide sorter  
View > Presentation Views > Slide sorter



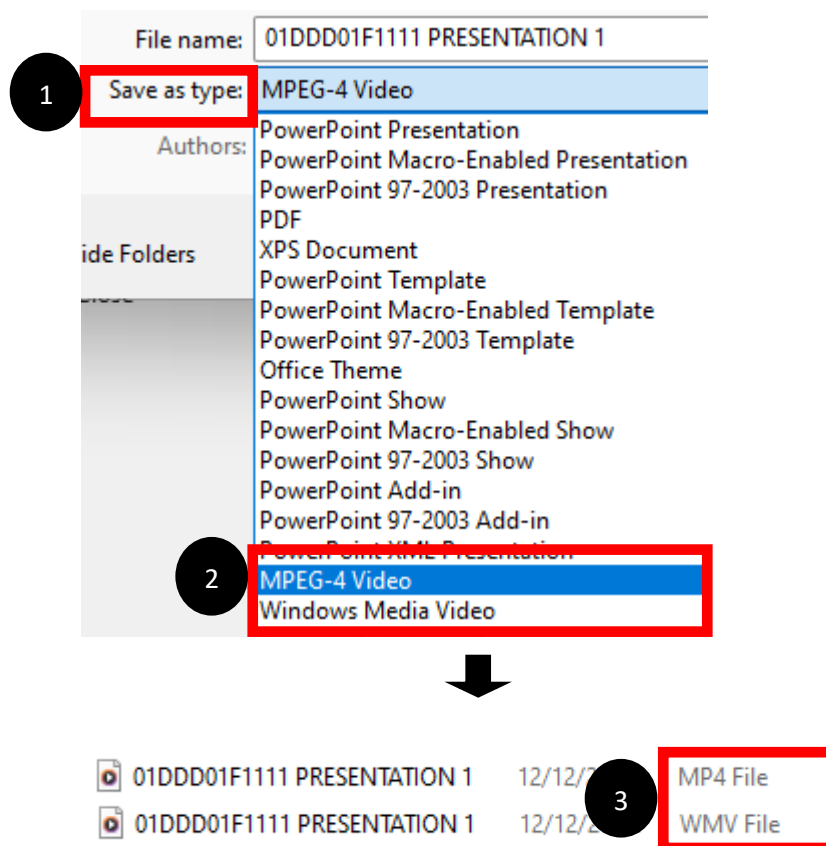
16. Save as YOUR MATRIX NUMBER PRESENTATION 1.  
File > Save as > Save as type: PowerPoint Presentation



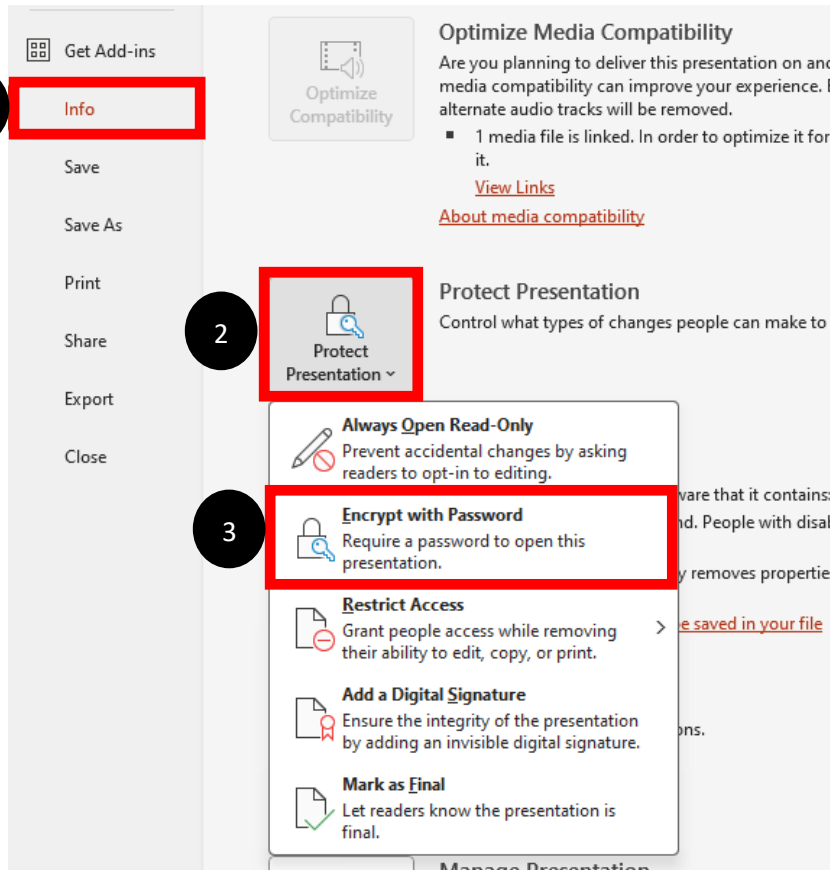
17. Transform presentation slide to video  
 Open your YOUR MATRIC NUMBER PRESENTATION 1  
 File > Save as > Save as type: PowerPoint Show

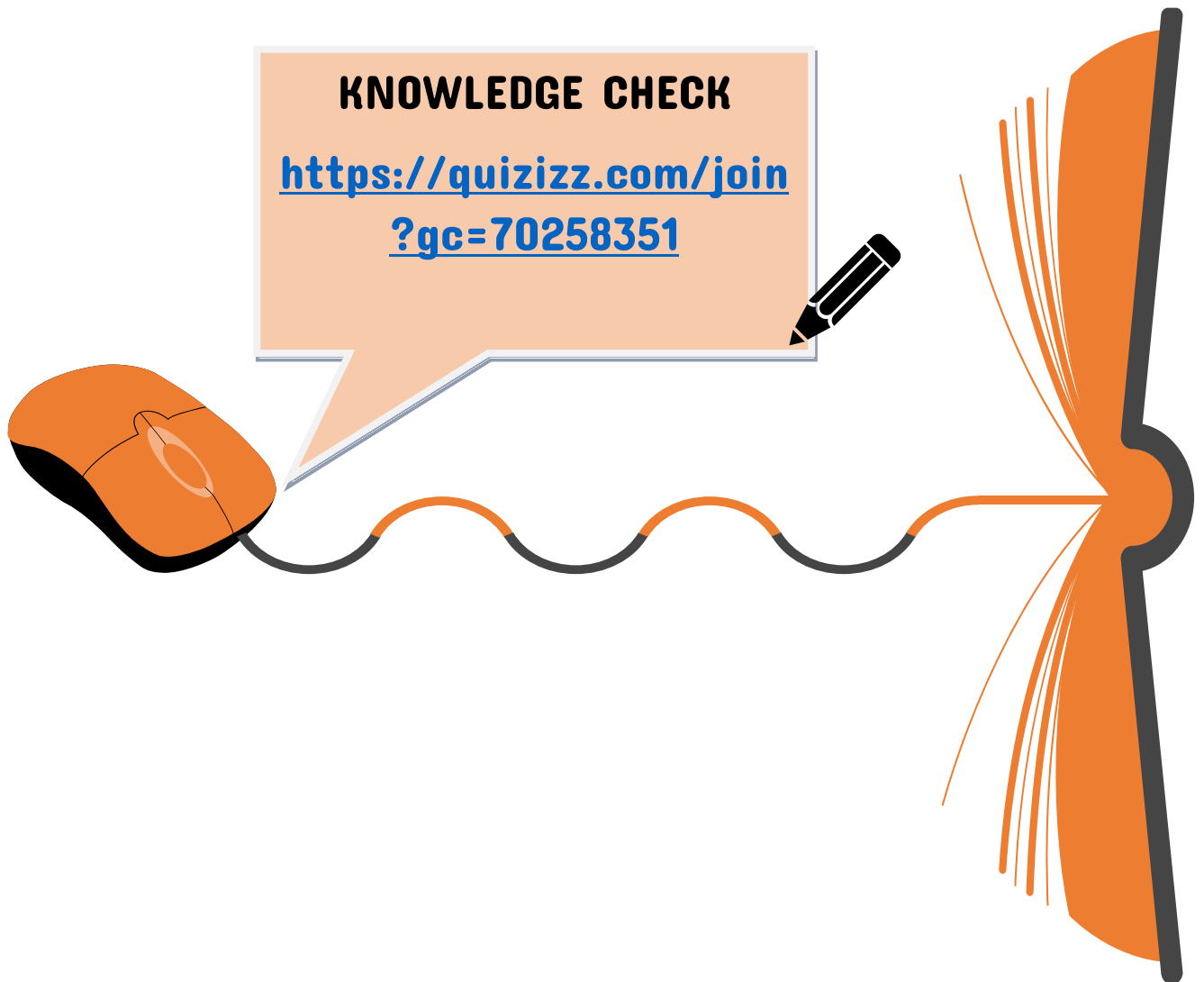


Open > YOUR MATRIC NUMBER PRESENTATION 1 in PowerPoint Slide Show format > File > Save as > Save as type: MPEG-4 Video / Windows Media Video



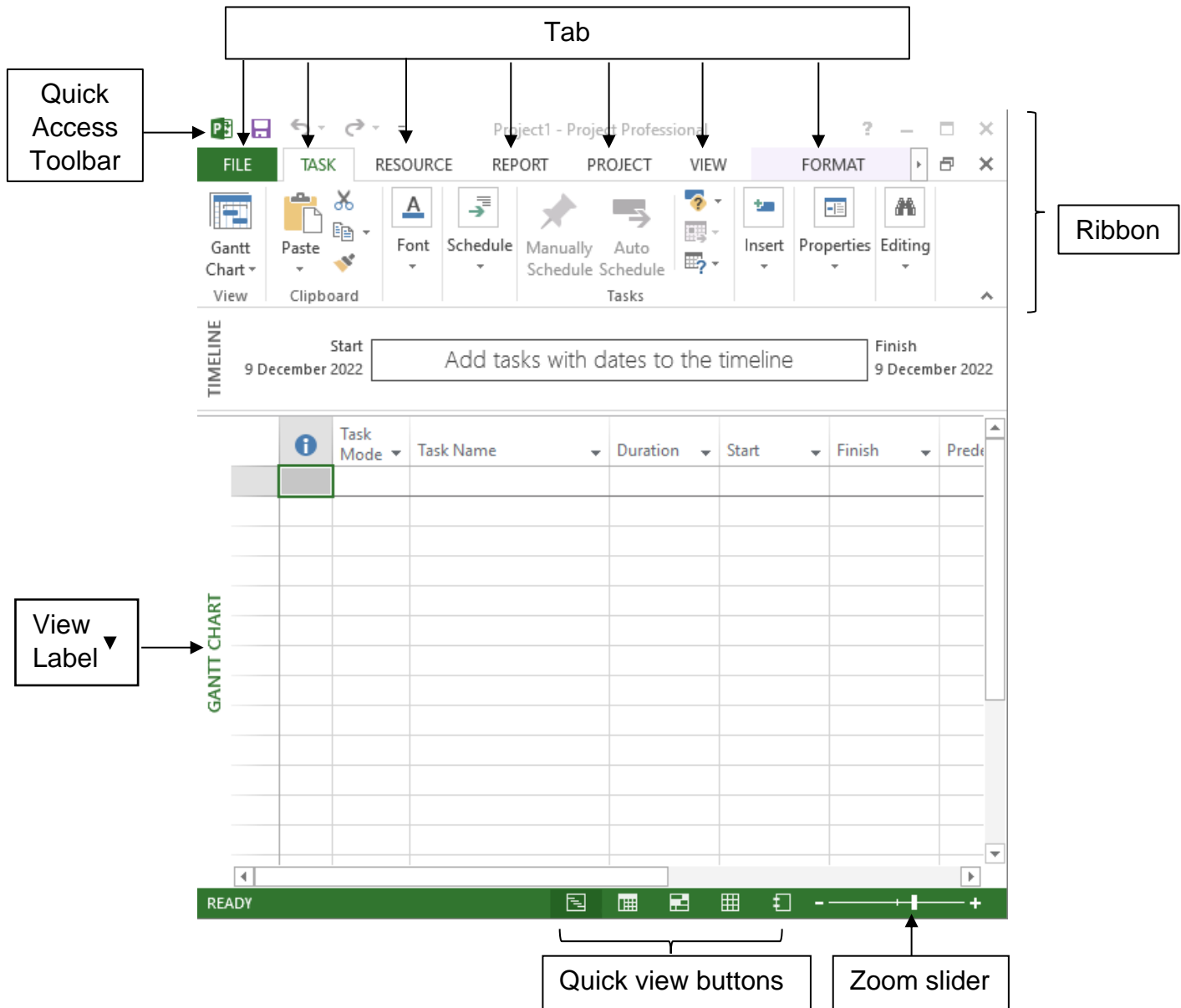
18. Require a password to open the presentation  
 Open your YOUR MATRIC NUMBER PRESENTATION 1 in PowerPoint  
 Presentation format  
 File > Info > Protect Presentation > Encrypt with Password > Password: DBC







## MICROSOFT PROJECT: PRIMARY USER INTERFACE





## ACTIVITY

- Practice using project management features
- Perform task list and relationship features
- Perform resource management features
- Perform Gantt chart views, formatting and printing features
- Perform project schedule and progress tracking features

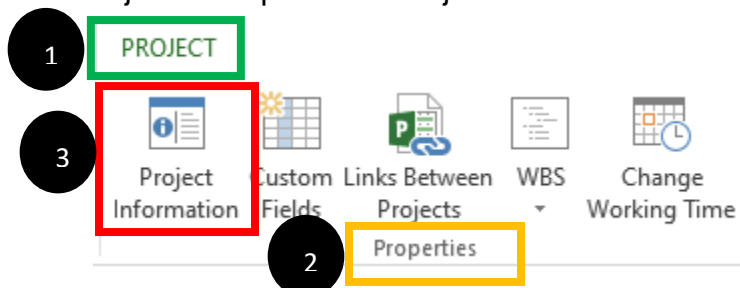
## MICROSOFT PROJECT: LAB EXERCISE 1

Follow the instructions below:

- Create a Gantt Chart for the following project plan.

TASK	START	DURATION	PERSON IN CHARGE	MATERIAL	COST
<b>Phase 1</b>	<b>4 October 24</b>	<b>7 days</b>			
Task A	4 October 24	1 day	Adam		
Task B	7 October 24	3 days	Orkid	Paper	
Task C	10 October 24	3 days	Idris		Travelling
<b>Phase 2</b>	<b>15 October 24</b>	<b>6 days</b>			
Task D	15 October 24	2 days	Cempaka		
Task E	15 October 24	3 days	Musa		
Task F	18 October 24	1 days	Nuh		

- Set the start date.  
Project > Properties > Project Information







Project Information for 'LAB EXERCISE 1 GANTT CHART 2024'

Start date: **Fri 4/10/24** Current date: Mon 26/6/23

Finish date: Fri 23/10/24 Status date: Fri 10/3/23

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Department:

Custom Field Name	Value
-------------------	-------

Help Statistics... **OK** Cancel

3. Set the calendars, calculations and scheduling for the project

File > Options > Schedule >

Project Options

General Display **Schedule** Proofing Save Language Advanced Customization Quick Access Toolbar Add-Ins Trust Center

Change options related to scheduling, calendars, and calculations.

Calendar options for this project: 3. GANTT CHART ANS - Copy

Week starts on: Monday Fiscal year starts in: January

☐ Use starting year for FY numbering

Default start time: 8:00 AM Default end time: 5:00 PM

Hours per day: 8 Hours per week: 40 Days per month: 20

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

☒ Show scheduling messages Show assignment units as: Percentage

Scheduling options for this project: 3. GANTT CHART ANS - Copy

New tasks created: Manually Scheduled Auto scheduled tasks scheduled on: Project Start Date

Duration is entered in: Days Work is entered in: Hours Default task type: Fixed Units

☐ New tasks are effort driven ☒ Tasks will always honor their constraint dates

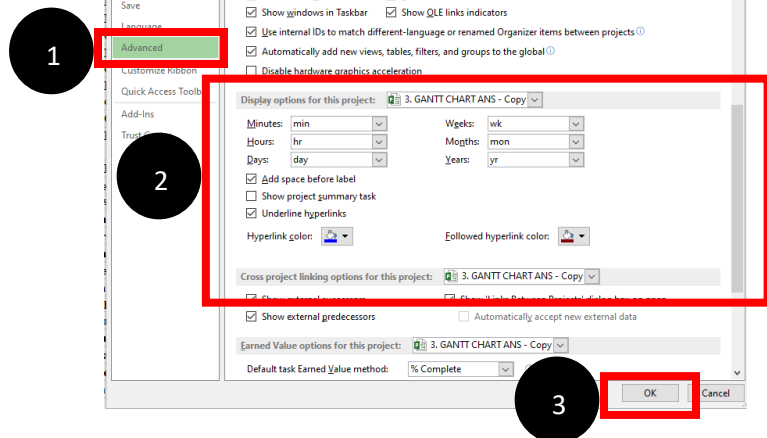
☐ Autolink inserted or moved tasks ☒ Show that scheduled tasks have estimated durations

☒ Split in-progress tasks ☒ New scheduled tasks

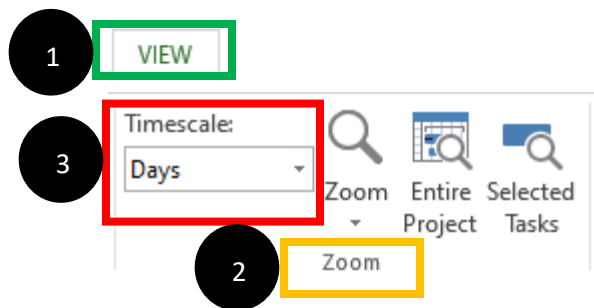
**OK** Cancel



File > Options > Advanced >



4. View > Zoom > Timescale



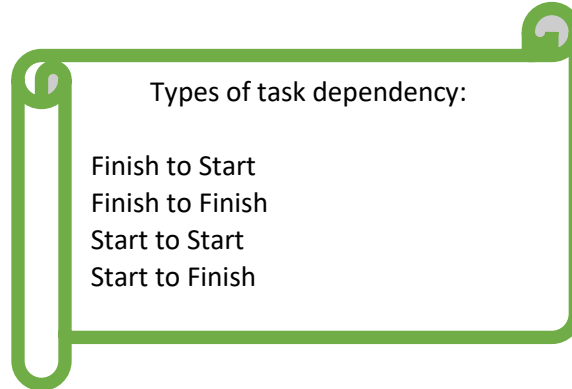
5. Key in **Task Name**, **Start** and **Duration**

Insert subtask:

Select Task A, Task B and Task C > Task > Schedule > Indent Task: Right  
*Repeat this step for Task D, Task E and Task F.*



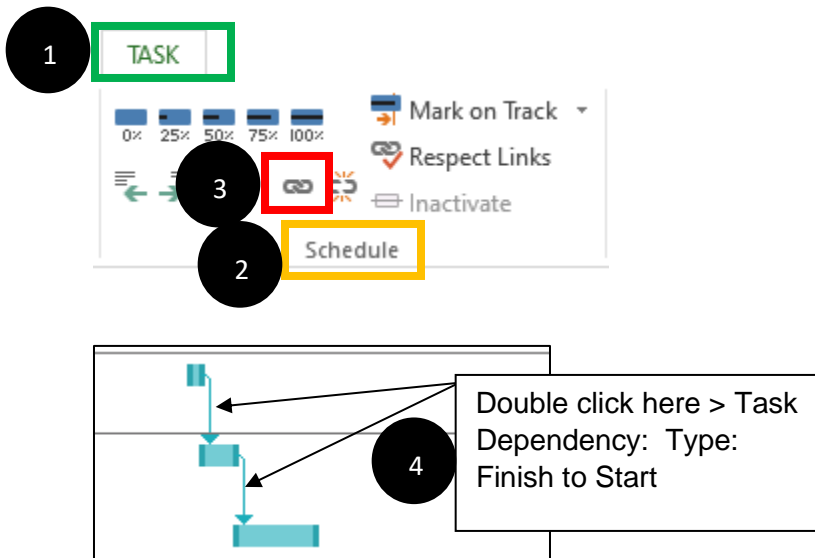
## 6. Link the selected task and task dependency:



Highlight the:

Task A
Task B
Task C

Task > Schedule > Link the Selected Task >



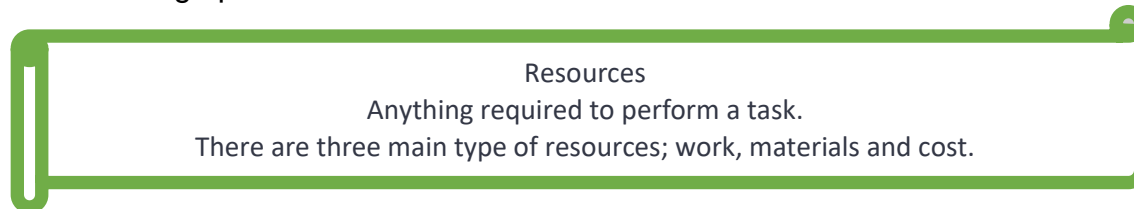
Predecessors will automatically appear.



7. Link the selected task and task dependency for all subtask of **Phase 2**  
Task Dependency:

Task D	Start to start
Task E	
Task E	Finish to start
Task F	

8. Setting up resources:



a)

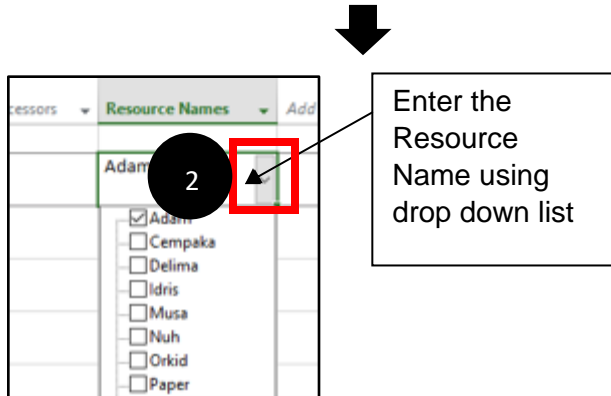
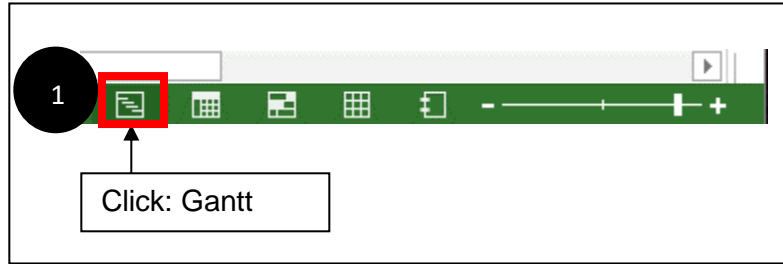


Click: Resource

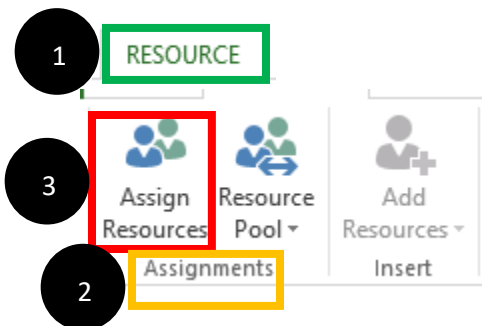
Fill in the resource sheet with the information below:

Resource Name	Type	Material	Initials	Group	Max.	Std. Rate
Adam	Work		A		100%	M20.00/hr
Orkid	Work		O		100%	M30.00/hr
Idris	Work		I		100%	M40.00/hr
Cempaka	Work		C		100%	M50.00/hr
Musa	Work		M		100%	M60.00/hr
Nuh	Work		N		100%	M75.00/hr
Paper	Material	Ream	P			RM12.00
Travelling	Cost		T			

b)



9. Assign resources  
Select on Task Name: Task B > Resource > Assignments > Assign Resources > Paper > Units: 3 reams





Assign Resources

Task: Task B

+ Resource list options

Resources from Project1

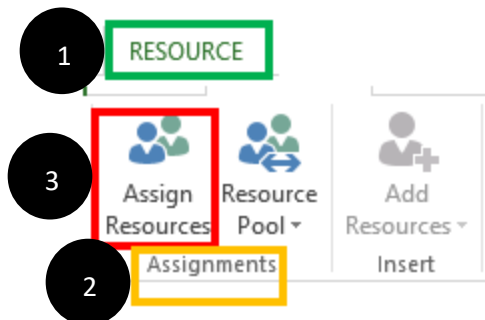
	Resource Name	R/D	Units	Cost
✓	Orkid		100%	RM720.00
✓	Paper		3 Ream	RM36.00
	Adam			
	Cempaka			
	Idris			
	Musa			
	Nuh			
	Travelling			

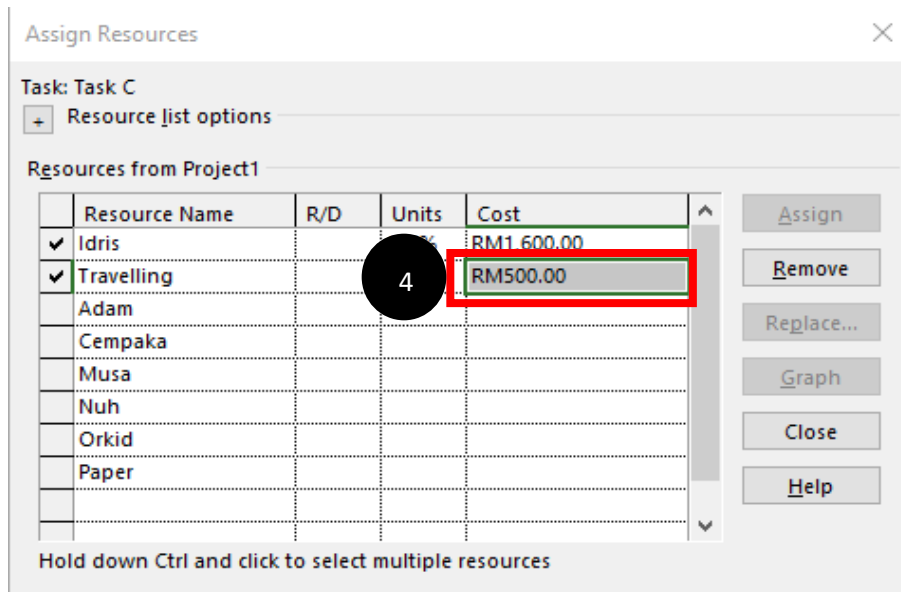
Hold down Ctrl and click to select multiple resources

Assign  
Remove  
Replace...  
Graph  
Close  
Help

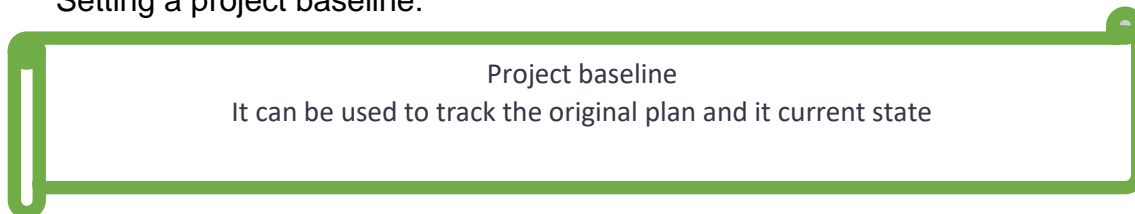
10. Assign resources

Select on Task Name: Task C > Resource > Assignments > Assign Resources > Travelling > Cost: 500

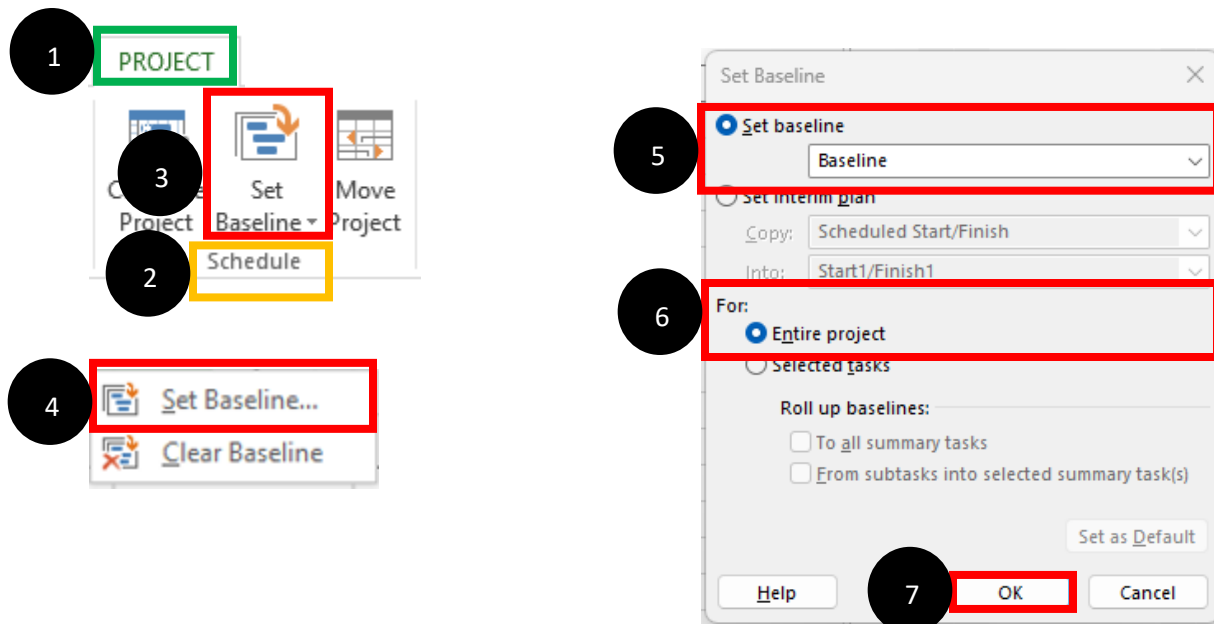




# 11. Setting a project baseline:



Project > Schedule > Set Baseline > Set Baseline >



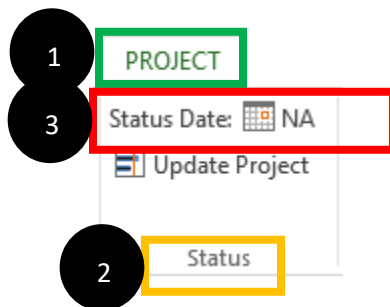
Right clicks on the chart > Show/Hide Bar Styles > Baseline > Select your baseline  
Grey bars will appear.



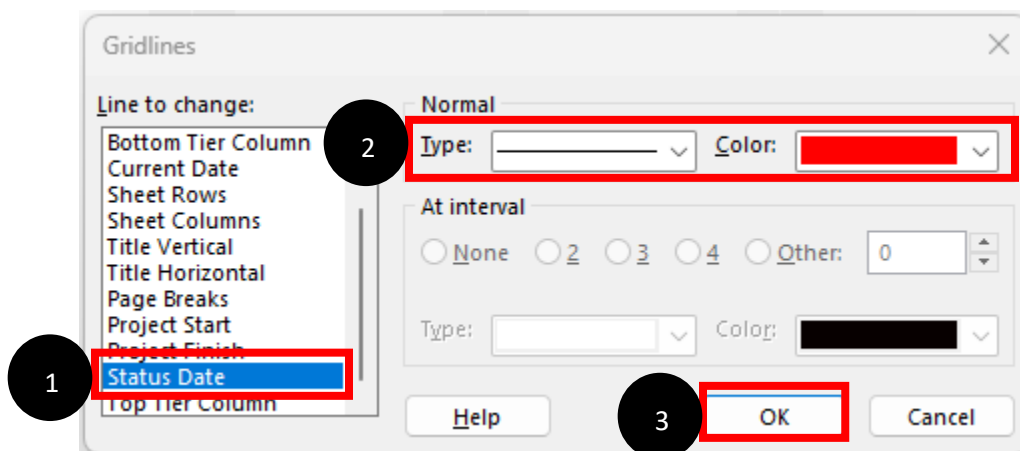
12. Changing the finish date.  
Change the duration for Task D from 2 days to 7 days.  
The finish date for Task D has changed. The changes are shown in the light blue cells.  
*The baseline will not change.*

★	Phase 2	7 days	Tue 15/10/24	Wed 23/10/24		
★	Task D	7 days	Tue 15/10/24	Wed 23/10/24		

13. Track the status of the project on 16 October 2024  
Project > Status > Status Date > Type the status date: 16 October 2024 > OK

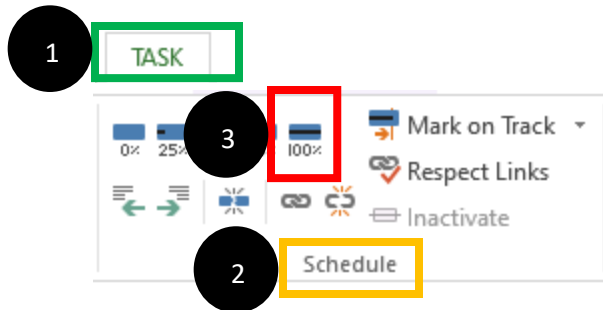
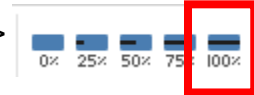


Right click on the Gantt chart > Gridlines >

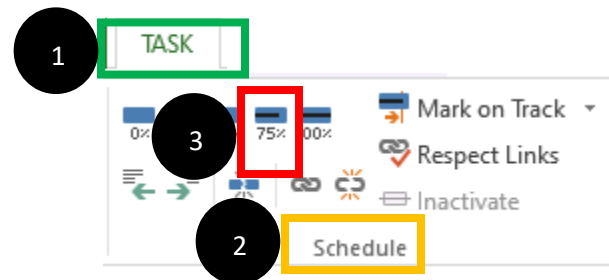
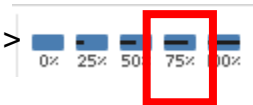




14. Mark all subtask of **Phase 1** as 100% complete.  
Highlight all subtask of **Phase 1** > Task > Schedule >

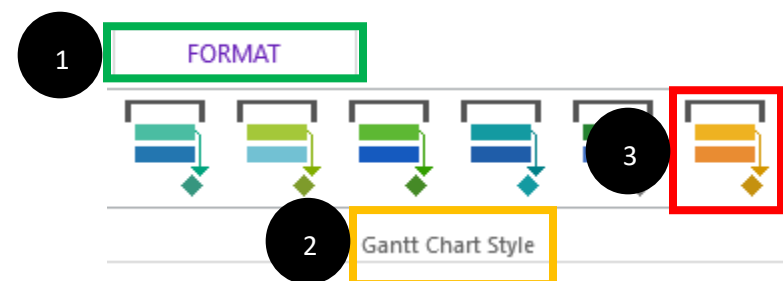


15. Mark all subtask of **Phase 2** as 75% complete.  
Highlight all subtask of **Phase 2** > Task > Schedule >



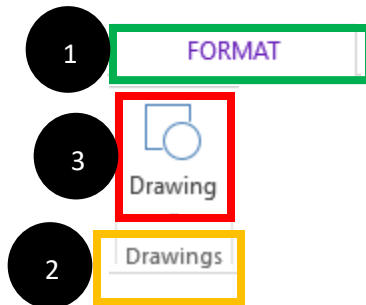
16. Formatting text:  
Task > Font> Times New Roman > 12

17. Gantt chart style:  
Format > Gantt Chart Style > Apply this style

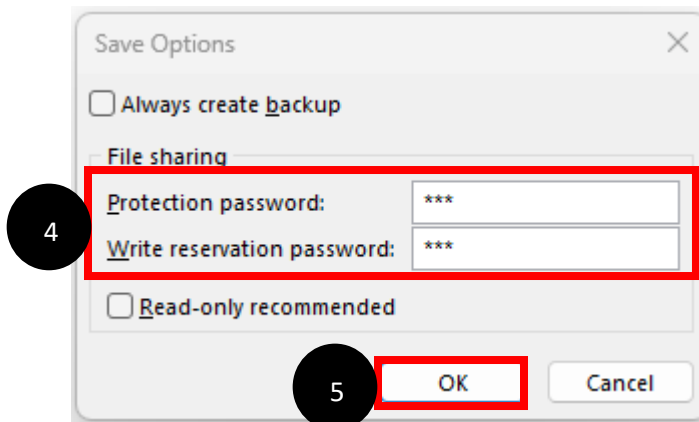
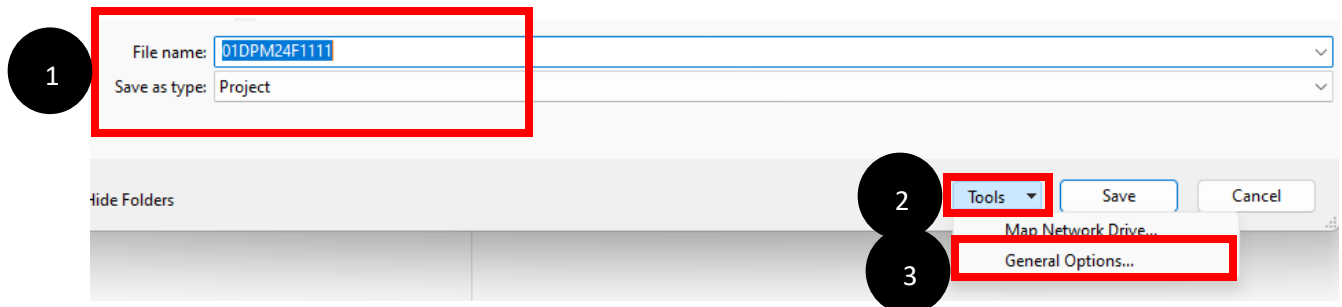




18. Draw the following textbox on the Gantt chart:  
Format > Drawings > Drawing > Text Box > Properties > Meeting on 20 October 2024



19. File > Save as > Browse > File Name: *YOUR MATRIC NO MS PROJECT 1* > Save as type: Project > Tools > General Options > Protection Password: **DBC**.





## ACTIVITY

- i. Practice using project management features
- ii. Perform task list and relationship features
- iii. Perform resource management features
- iv. Perform Gantt chart views, formatting and printing features
- v. Perform project schedule and progress tracking features

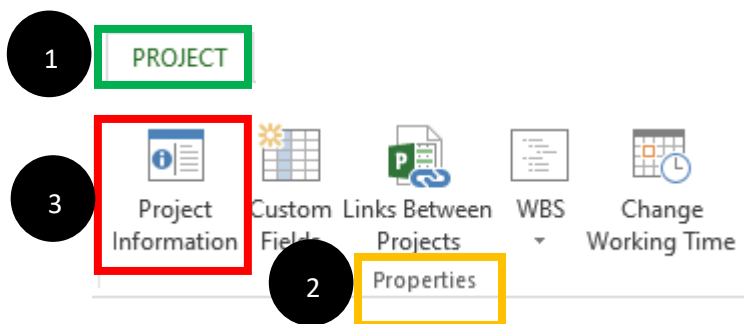
## MICROSOFT PROJECT: LAB EXERCISE 2

Follow the instructions below:

1. Create a Gantt Chart for the following project plan.

TASK	START	DURATION	PERSON IN CHARGE	MATERIAL	COST
<b>Task 1</b>	<b>2 December 24</b>	<b>8 days</b>			
Task 1a	2 December 24	4 day	Lily	Paper	RM150
Task 1b	6 December 24	2 days	Rose	Fuel	RM500
Task 1c	9 December 24	2 days	Kiambang		
<b>Task 2</b>	<b>11 December 24</b>	<b>17 days</b>			
Task 2a	11 December 24	6 days	Cempaka		
Task 2b	11 December 24	10 days	Musa		
Task 2c	23 December 24	6 days	Orked		

2. Set the start date:  
Project > Properties > Project Information >





Start date: Mon 2/12/24 Current date: Mon 26/6/23

Finish date: Mon 30/12/24 Status date: NA

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

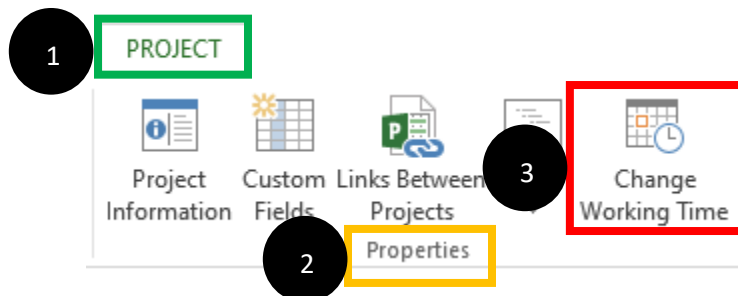
Enterprise Custom Fields

Department:

Custom Field Name	Value
-------------------	-------

Help Statistics... OK Cancel

3. Change Saturday as working time  
Project > Properties > Change Working Time > Work Weeks > Default > Details



4 Work Weeks

Name	Start	Finish
5 [Default]	NA	NA

6 Details... Delete

7 OK Cancel



4. Change the specific working time for Monday until Saturday:  
Select Monday until Saturday > Choose Set day(s) to these specific working times > From: 8am – 1pm, From 2pm - 5pm

Details for '[Default]'

Set working time for this work week

Select day(s): ☐ Use Project default times for these days.  
☐ Set days to nonworking time.  
☒ Set day(s) to these specific working times:

	From	To
1	8:00 AM	1:00 PM
2	2:00 PM	5:00 PM

Help OK Cancel

5. Setting up 25 December 2024 as non-working day since it is Christmas celebration.  
Exceptions > Name: Christmas > Start: 25/12/2024, Finish: 25/12/2024 > Options

Exceptions Work Weeks

	Name	Start	Finish
1	Christmas	25/12/2024	25/12/2024

Details... Delete

Help Options... OK Cancel



6. Schedule > Enter the following information > OK

Project Options

General  
Display  
**Schedule**  
Proofing  
Save  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Trust Center

Change options related to scheduling, calendars, and calculations.

Calendar options for this project: Project2

Week starts on: Monday  
Fiscal year starts in: January  
☐ Use starting year for FY numbering

Default start time: 8:00 AM  
Default end time: 5:00 PM  
Hours per day: 8  
Hours per week: 48  
Days per month: 24

These times are assigned to tasks when you enter a start or finish date without specifying a time. If you change this setting, consider matching the project calendar using the Change Working Time command on the Project tab in the ribbon.

Schedule

☒ Show scheduling messages  
Show assignment units as: Percentage

Scheduling options for this project: Project2

New tasks created: Manually Scheduled  
Auto scheduled tasks scheduled on: Project Start Date  
Duration is entered in: Days  
Work is entered in: Hours  
Default task type: Fixed Units

☐ New tasks are effort driven  
☐ Autolink inserted or moved tasks  
☒ Split in-progress tasks

☒ Tasks will always honor their constraint dates  
☒ Show that scheduled tasks have estimated durations  
☒ New scheduled tasks have estimated durations

OK Cancel

7. View > Zoom > Timescale: Days

**VIEW**

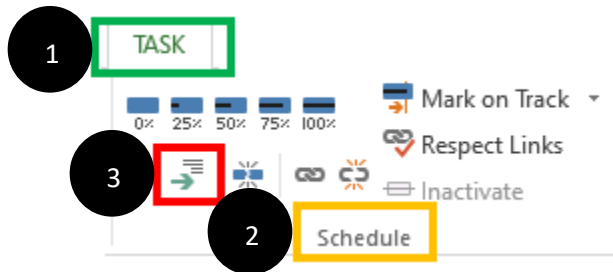
Timescale:  
Days

Zoom Entire Selected  
Project Tasks

Zoom




8. Key in **Task Name, Start and Duration**  
Insert subtask:  
Select task > Task > Schedule > Indent Task: Right



9. Create a milestone with duration other than 0.

Milestone

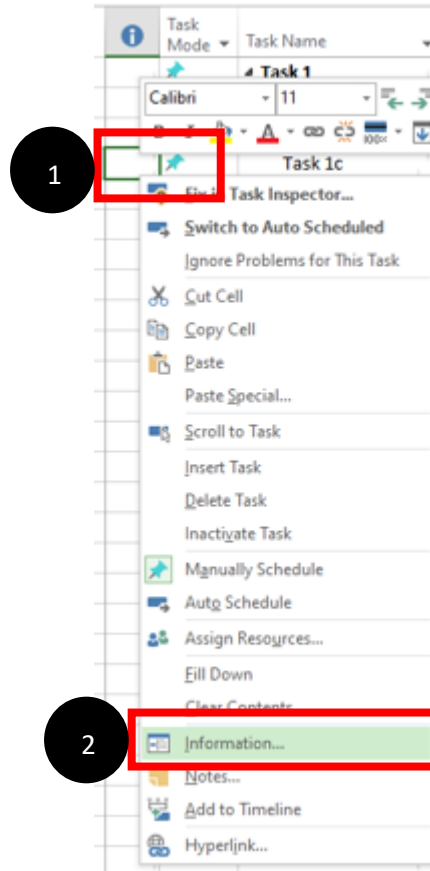
It is used to mark important event.

Milestone is represented by a diamond symbol 

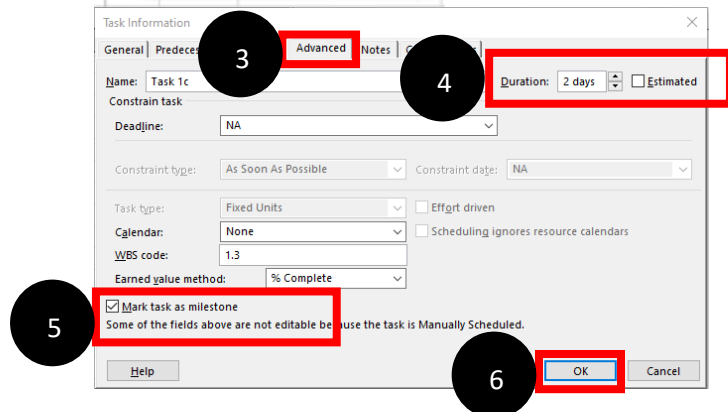
Example of milestones are project approval, completion of key deliverables, design approval and the beginning or ending of a project phase.

Entering a milestone for Task 1c.

a) Right click on indicator cell for Task 1c >



b) Information > Advanced > Duration > 2 days > Mark task as milestone > OK

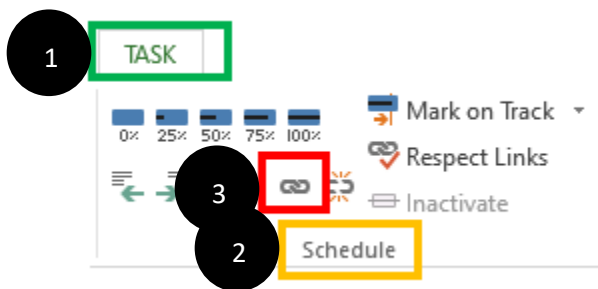


10. Create a milestone with 0 duration.  
Click on cell below Task 2c > Task > Insert > Milestone > Rename as Task 2d  
Start date: 31 December 2024  
Duration: 0 day



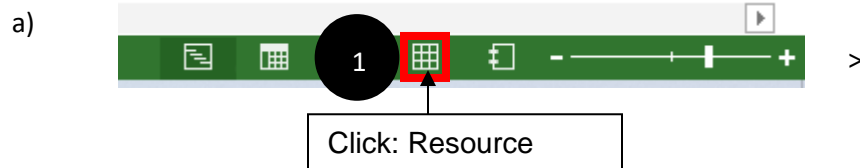
11. Link the selected task and task dependency:

Task 1a	Finish to start
Task 1b	
Task 1c	
Task 2a	Start to start
Task 2b	
Task 2b	Finish to start
Task 2c	
Task 2d	



Predecessors will automatically appear.

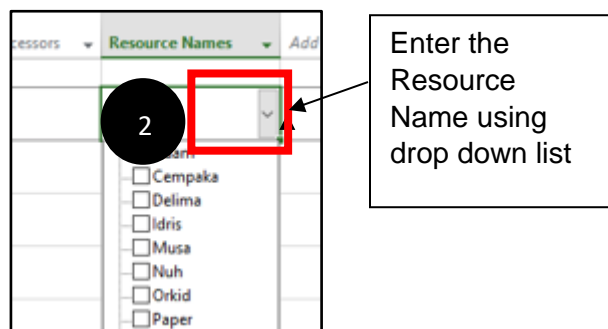
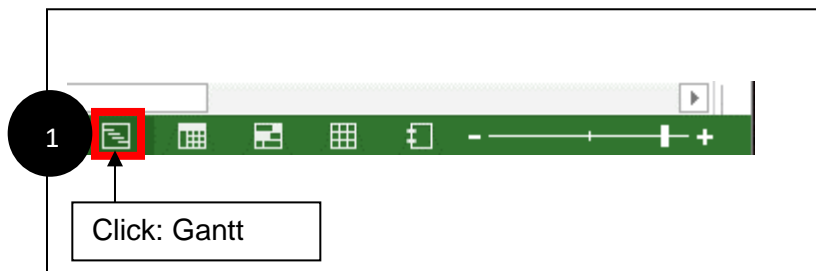
12. Setting up resources



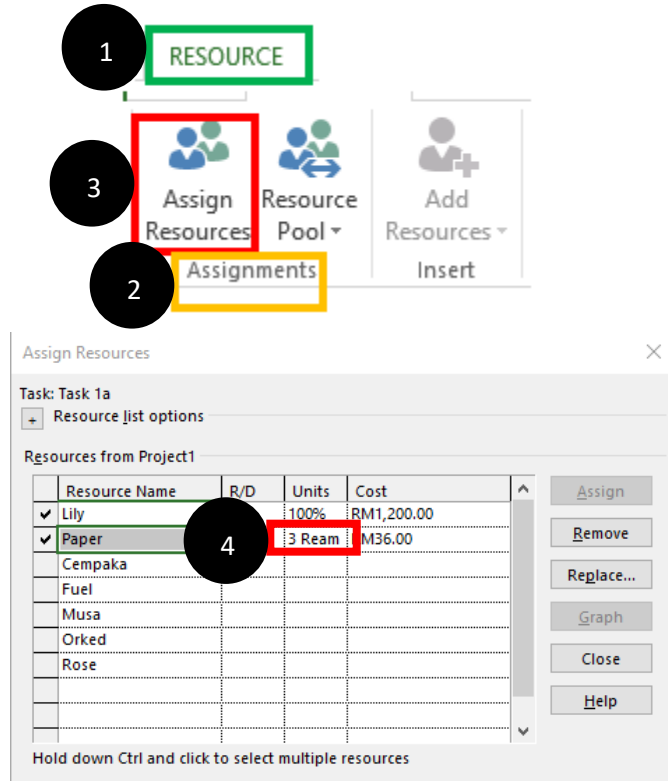
Fill in the resource sheet with the information below:

	Resource Name ▾	Type ▾	Material ▾	Initials ▾	Group ▾	Max. ▾	Std. ▾
	Lily	Work		L		100%	M50.00/hr
	Rose	Work		R		100%	M40.00/hr
	Kiambang	Work		K		100%	M45.00/hr
	Cempaka	Work		C		100%	M55.00/hr
	Musa	Work		M		100%	M70.00/hr
	Orked	Work		O		100%	M75.00/hr
	Paper	Material	Ream	P			RM12.00
	Fuel	Cost		F			

b)



13. Assign resources  
Select on Task Name: Task 1a> Resource > Assign Resources > Paper > Unit: 3 reams



1. RESOURCE

3. Assign Resources

2. Assignments

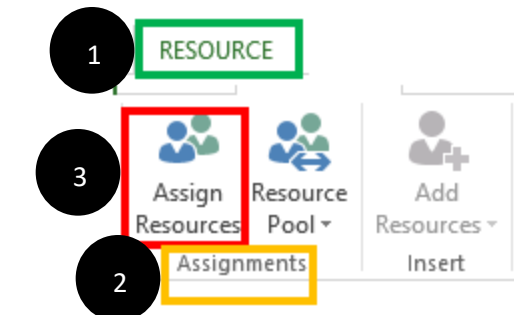
4. 3 Ream

Resource Name	R/D	Units	Cost
✓ Lily		100%	RM1,200.00
✓ Paper		3 Ream	M36.00
Cempaka			
Fuel			
Musa			
Orked			
Rose			

Buttons: Assign, Remove, Replace..., Graph, Close, Help

Hold down Ctrl and click to select multiple resources

14. Assign resources  
Select on Task Name: Task 1b > Resource > Assign Resources > Fuel > Cost: 500



1. RESOURCE

3. Assign Resources

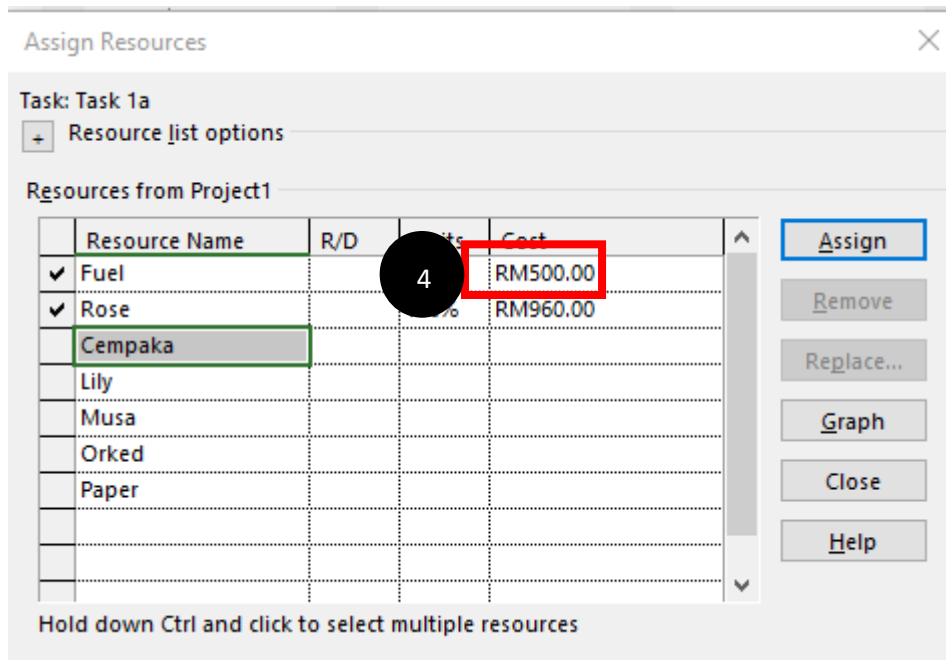
2. Assignments

4. 500

Resource Name	R/D	Units	Cost
✓ Lily		100%	RM1,200.00
✓ Paper		3 Ream	M36.00
Cempaka			
Fuel			500
Musa			
Orked			
Rose			

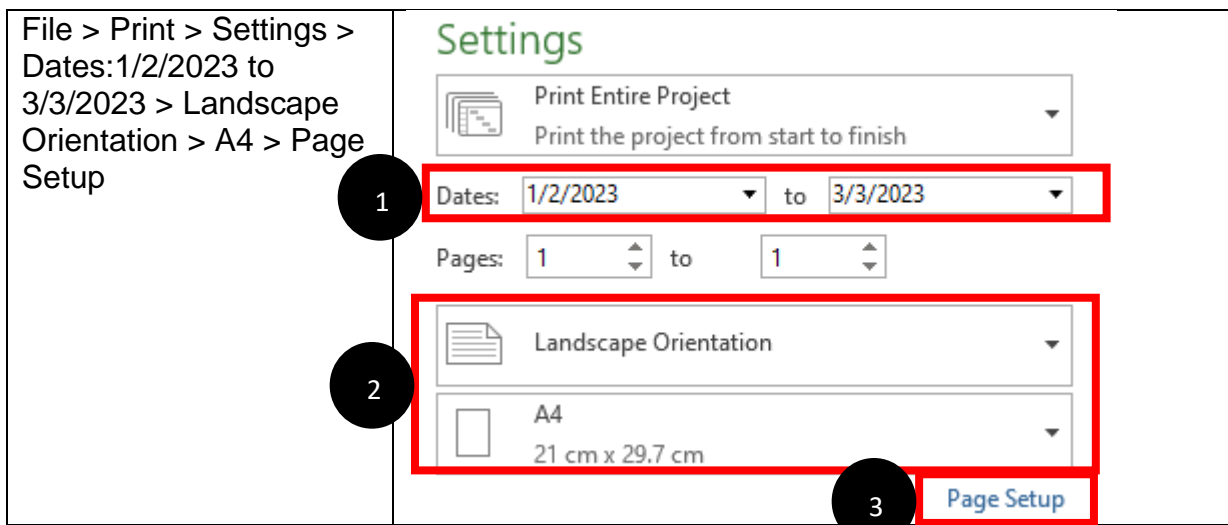
Buttons: Assign, Remove, Replace..., Graph, Close, Help

Hold down Ctrl and click to select multiple resources



15. File > Save as > Browse > File Name: *YOUR MATRIC NO MS PROJECT 2* > Save as type: Project > Tools > General Options > Protection Password: **DBC**.

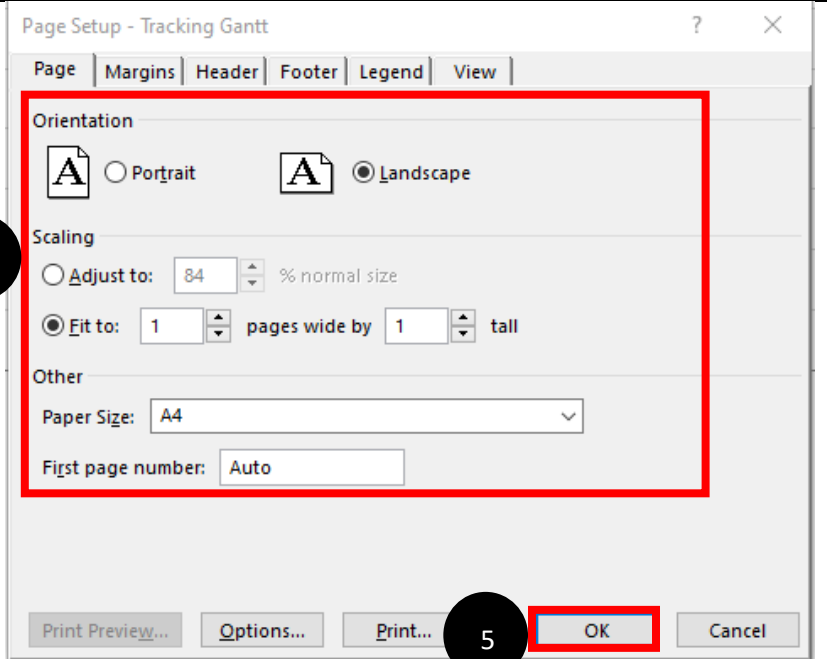
16. Printing the project plan:





Page > Landscape >  
Scaling: Fit to 1 page  
wide by 1 tall > OK >  
Print > Microsoft Print to  
PDF

4

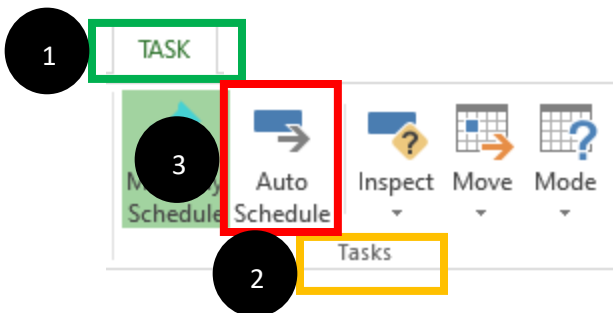


## 17. Perform automatic scheduling

### Automatic scheduling

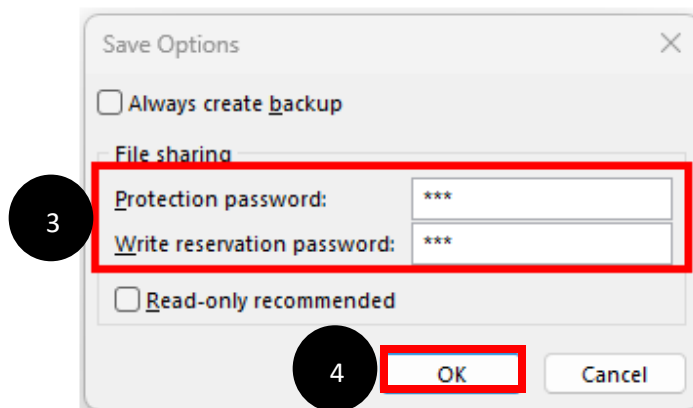
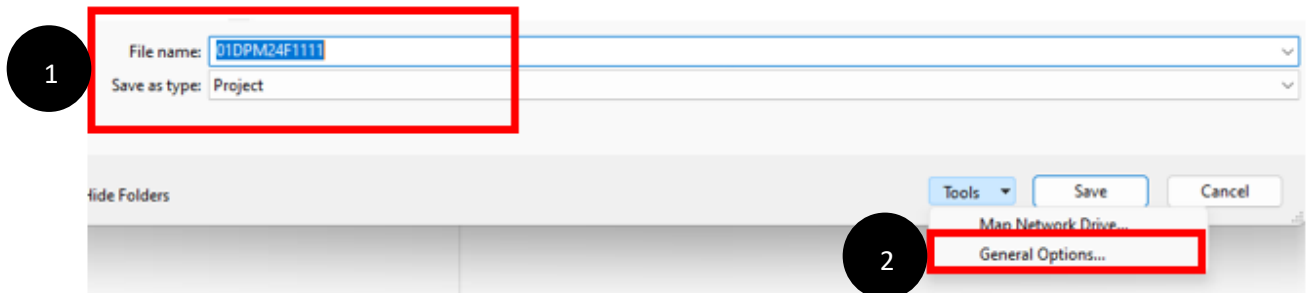
Automatic scheduling is done based on:  
the project start date  
the duration of each task  
the task dependencies  
constraints such as public holidays

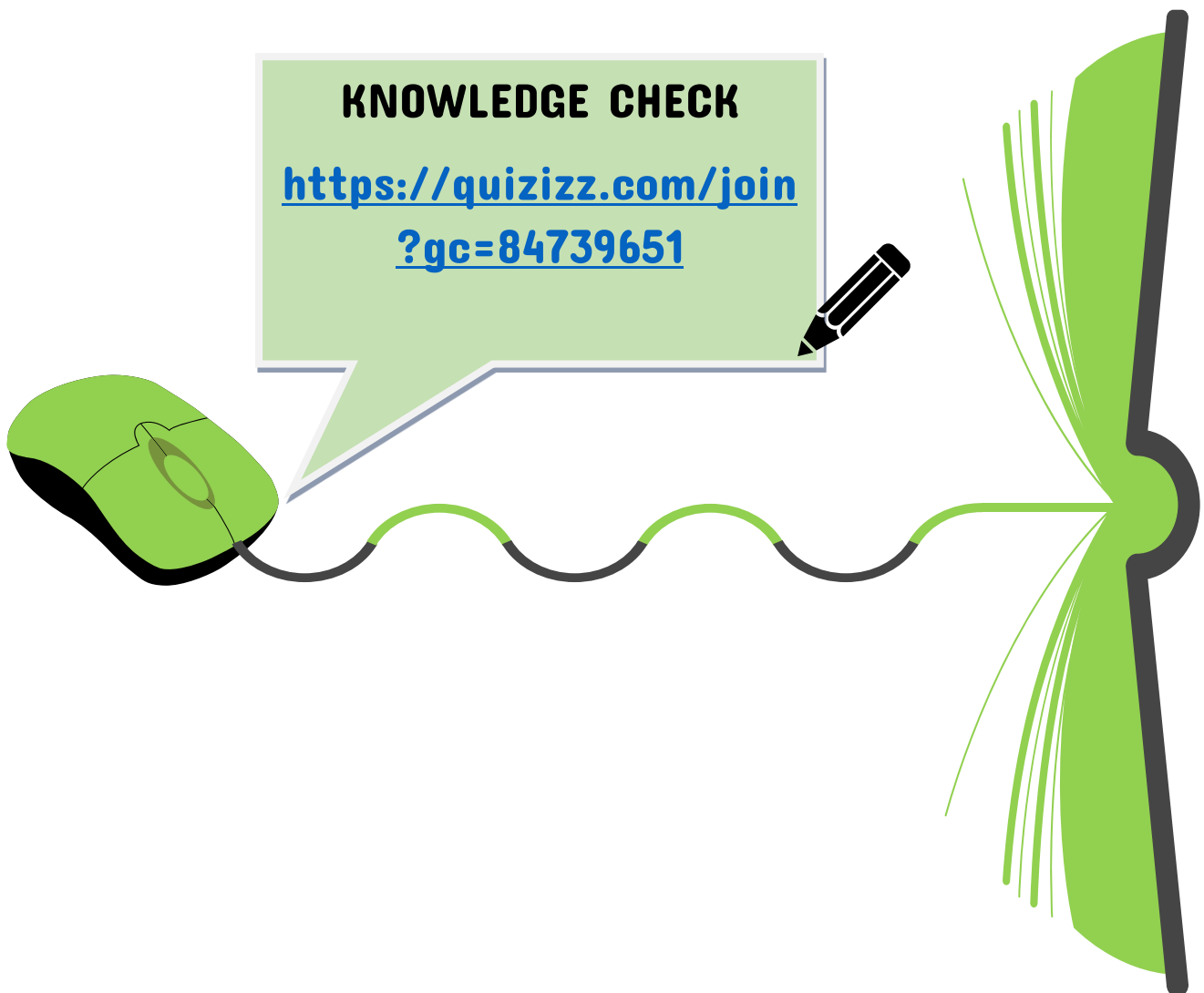
Select all task > Task > Tasks > Auto Schedule





18. File > Save as > Browse > File Name: *YOUR MATRIC NO MS PROJECT 2\_AUTO SCHEDULE* > Save as type: Project > Tools > General Options > Protection Password: **DBC**.





## REFERENCES

- Alsaffar, A. (n.d.). *How To Make Saturday a Working Day in Microsoft Project*. Retrieved July 21, 2022, from <https://www.tacticalprojectmanager.com/saturday-working-day-ms-project/>
- Malaysia 2016. (2016). Malaysia: Jabatan Penerangan Malaysia.
- Romney. M.B., & Steinhart, P.J. (2018). *Accounting Information Systems*. (14<sup>th</sup> Edition). Kuala Lumpur: Pearson



COMPUTER APPLICATION -  
LAB EXERCISE THIRD  
EDITION

e ISBN 978-629-7635-29-3



9 786297 635293 >

POLITEKNIK UNGKU OMAR