



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

COMPUTER APPLICATION LAB EXERCISE

by:

NOOR FARAZILA BINTI RADZI

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Politeknik Ungku Omar

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COMPUTER APPLICATION

LAB EXERCISE

Politeknik Ungku Omar 2023

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.

Cetakan kedua 2023

Diterbitkan oleh

Politeknik Ungku Omar

Jalan Raja Musa Mahadi

31400 Ipoh, Perak

Tel: 05-5457656

Faks: 05-5471162

Laman web: www.puo.edu.my

PREFACE

The first edition of this book consist of Lab Exercise for Microsoft Word, Excel and PowerPoint that are 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. Microsoft Project is an additional topic for this book with few amendments on other topics. Microsoft Project is one of the most popular project management tools.

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, 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

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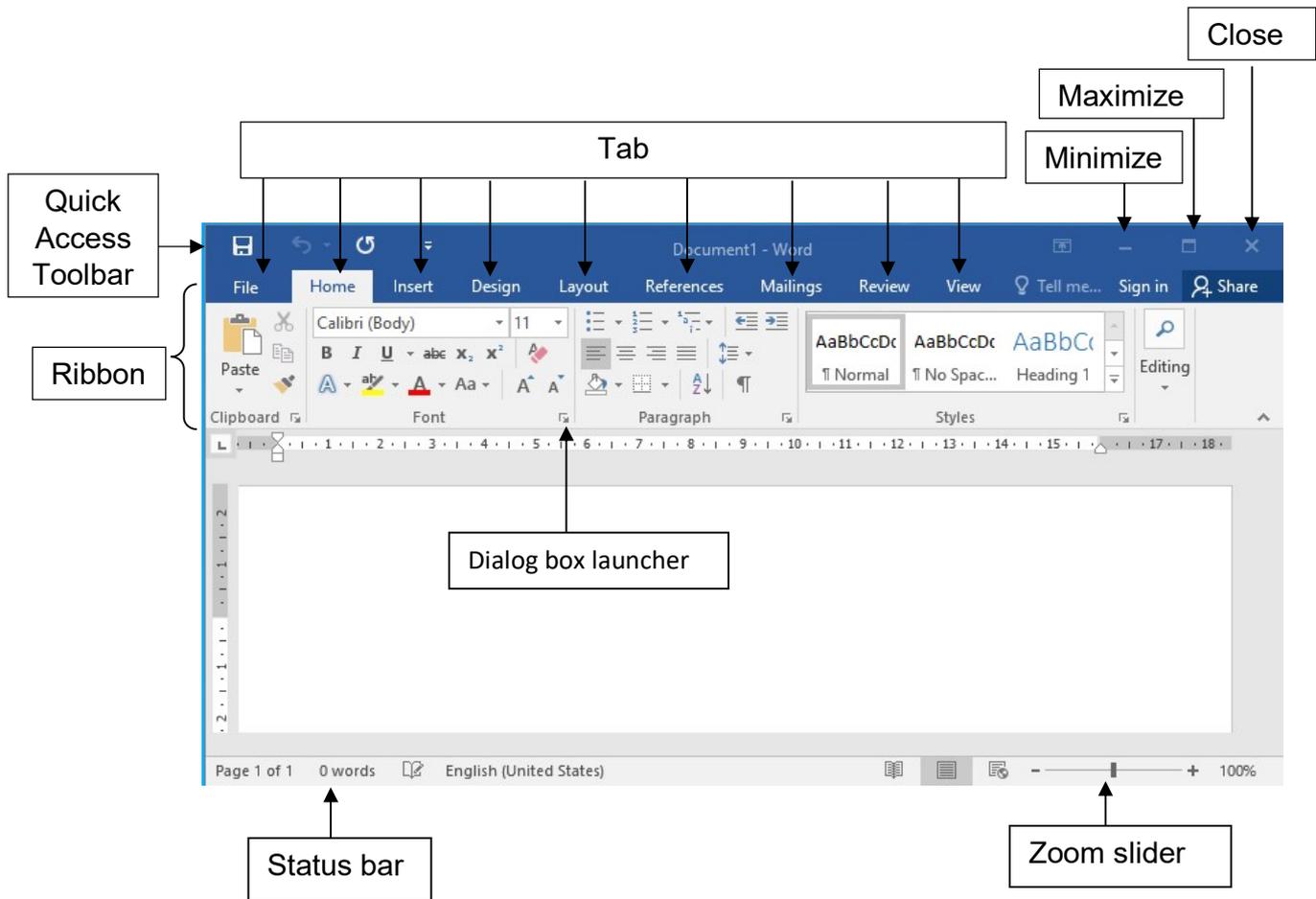
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MICROSOFT WORD: PRIMARY USER INTERFACE



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.

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 Yourselfers (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 course, 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.



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
Highlight the title > Home > Paragraph: 1.15
 - c. Highlight the second paragraph > Home > Font > Font: Times New Roman > Font Size: 12 > paragraph > Center
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 fourth until last paragraph > Home > Font > Font: Times Ne Roman > Font Size: 12 > paragraph > Justify
Home > Paragraph: 2.0
2. Save a document
File > Save as > Browse ... > New Folder: COMPUTER APPLICATION > File Name: *YOUR MATRIC NO* WORD PROCESSOR 1
3. Perform AutoCorrect Function:
Review > Proofing > Spelling & Grammar:

eforts	efforts
corse	course
ingraind	ingrained
4. 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

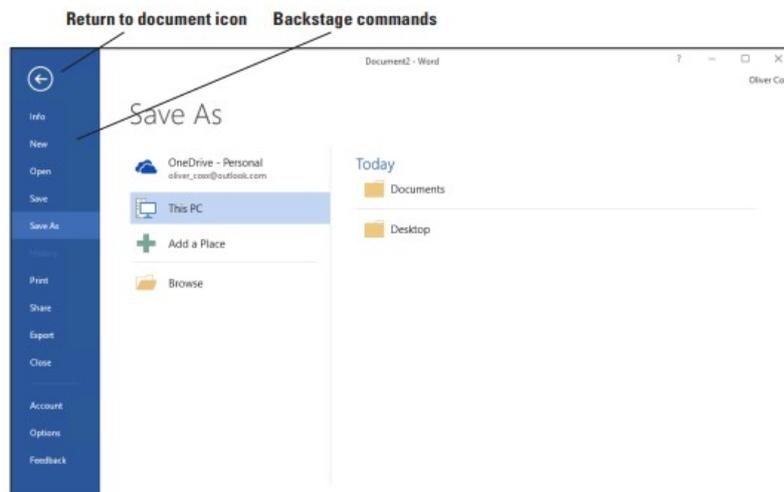
MICROSOFT WORD: LAB EXERCISE 2

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 > Paragraph > Center
 - b. Highlight the title > Font > Change Case: UPPERCASE
 - c. Highlight the title > 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: feminine
Highlight the word *feminine* > Font > Font Color: Red
8. Apply text highlight color
Highlight the *Red Color Psychology paragraph* > Font > Text Highlight Color: Red
Highlight the *Yellow Color Psychology paragraph* > Font > Text Highlight Color: Yellow
Highlight the *Pink Color Psychology paragraph* > Font > Text Highlight Color: Pink
Highlight the *Green Color Psychology paragraph* > Font > Text Highlight Color: Green
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:

1. Open YOUR MATRIC NO WORD PROCESSOR 2
2. Insert headers and footers
Insert > Header & Footer > Header: Integral
Type COLOR AND PSYCHOLOGY at the header
3. Insert page number
Insert > Header & Footer > Page Number: Circle
4. Created bulleted list
Home > Paragraph > Bullets
Insert bullet as follow:
 - Red Color Psychology
 - Orange Color Psychology
 - Yellow Color Psychology
 - Pink Color Psychology
 - Green Color Psychology
5. 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 below > 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 > Insert: Insert Below
Fill in the row as shown below:

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

3. Insert column
Highlight NAME column > Insert: 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 LABEL row > Insert: Insert Rows
3. Merge cells
Highlight new row > Layout > Merge: 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



ACTIVITY

- i. Perform conversion from text to table.

MICROSOFT WORD: LAB EXERCISE 9

Follow the instructions below:

1. Open YOUR MATRIC NO WORD PROCESSOR 8
2. Convert text to table
Highlight the whole text > Insert > Tables: Convert Text to Table
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.

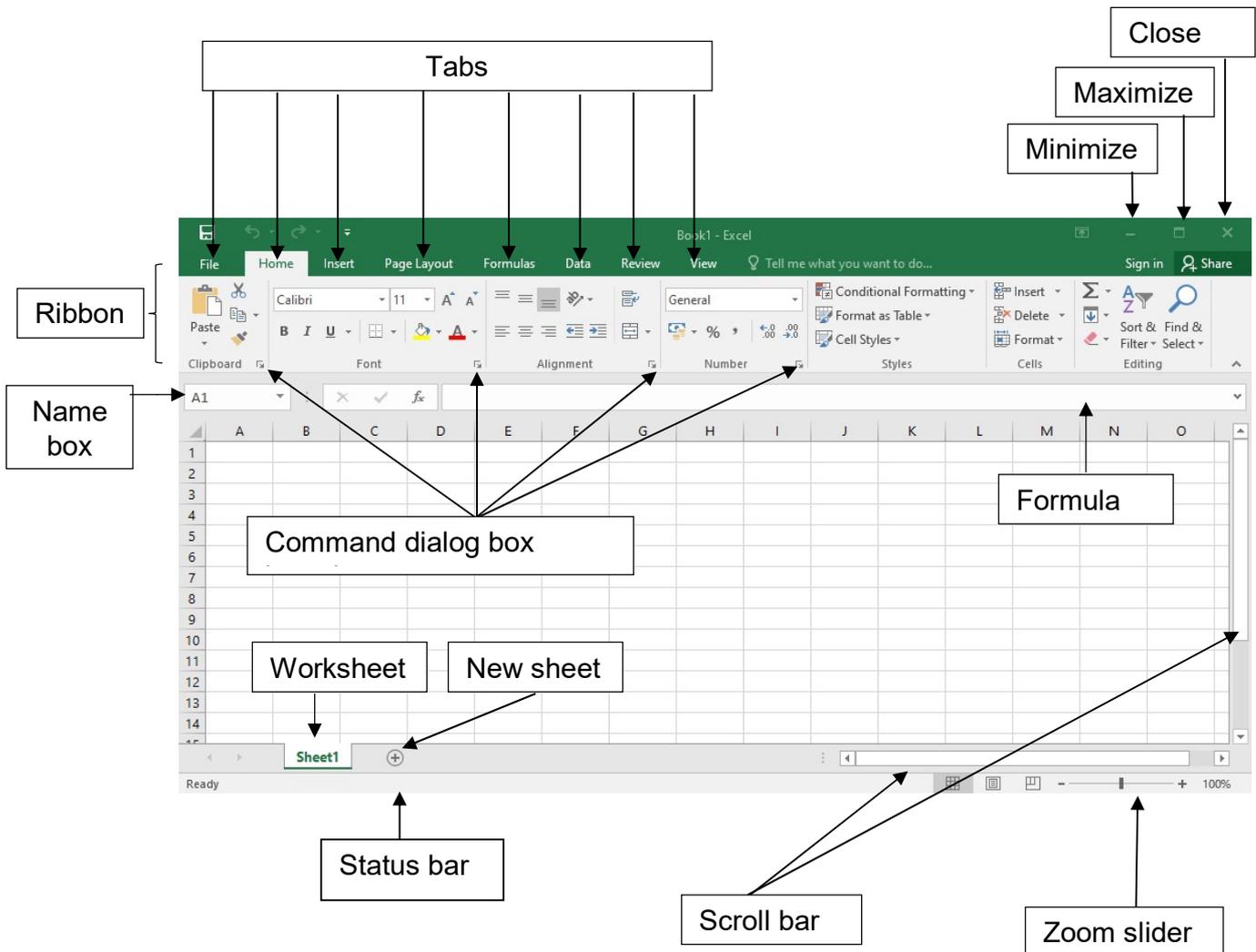
File > Save as > Browse ...> New Folder: COMPUTER APPLICATION> File Name: *YOUR MATRIC NO WORD PROCESSOR 10*

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.

NO	MATRIC NUMBER	NAME	QUIZ 1	TEST 1	PRACTICAL 1	TOTAL
1	01DRM22F2001	AIMAN BIN HAZEEK	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%	

2. Place borders around cells
Select the cells that contain the information > Home > Font: All Borders
3. Rename a worksheet
Name the worksheet as **CONTINUOUS ASSESSMENT**.
4. Change the color of a worksheet tab
Right click on the sheet tab > Tab Color: yellow
5. 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 the 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 Cells > 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%

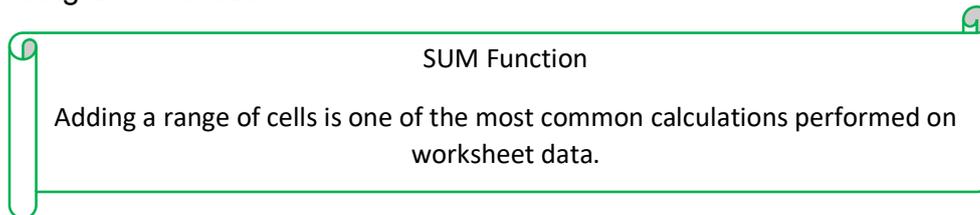
4. Insert a row above the label of each column
Highlight row 1 > right click > insert



5. Merge cells
Highlight cell A1-H1 > Home > Alignment > Merge & Center > Middle Align
Type **CONTINUOUS ASSESSMENT** in the merge cells

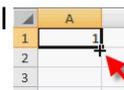
6. Place borders around cells
Select the cells that contain the information for the table > Home > Font: All Borders

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 the 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

COUNT function

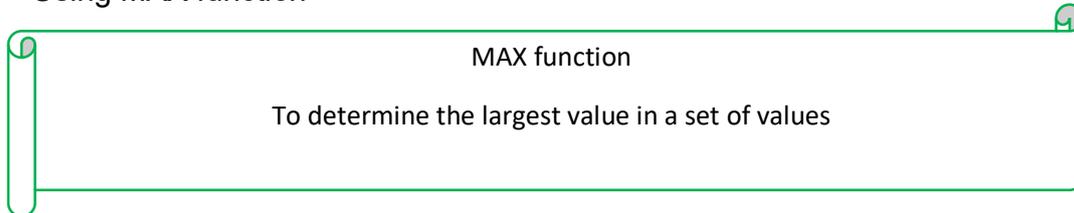
To count the number of cells that contains numeric values.

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 EXERISE 2: SPREADSHEET**) > Middle Align

7. Using MAX function

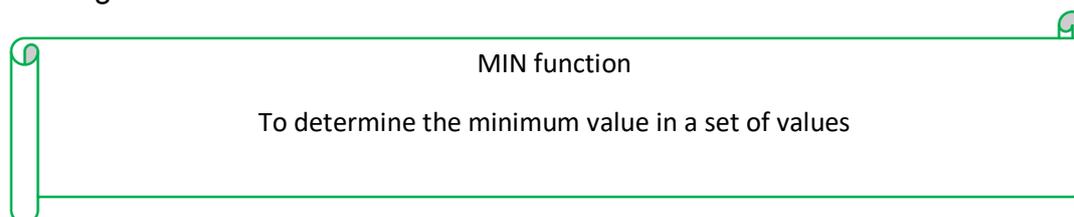


Identify maximum total marks:

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



Identify minimum total marks

Select cell L3 > Home > Editing > AutoSum: Max > 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. Apply number format
Set the total in percentage:
Select H9 > Home > Number: %

13. 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 the 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

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](#) OK Cancel



Fill in the STATUS for cell I4 until I8.

Based on the IF function perform above, list down students who passed the continuous assessment in the table below.

Matric Number	Name

4. 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:

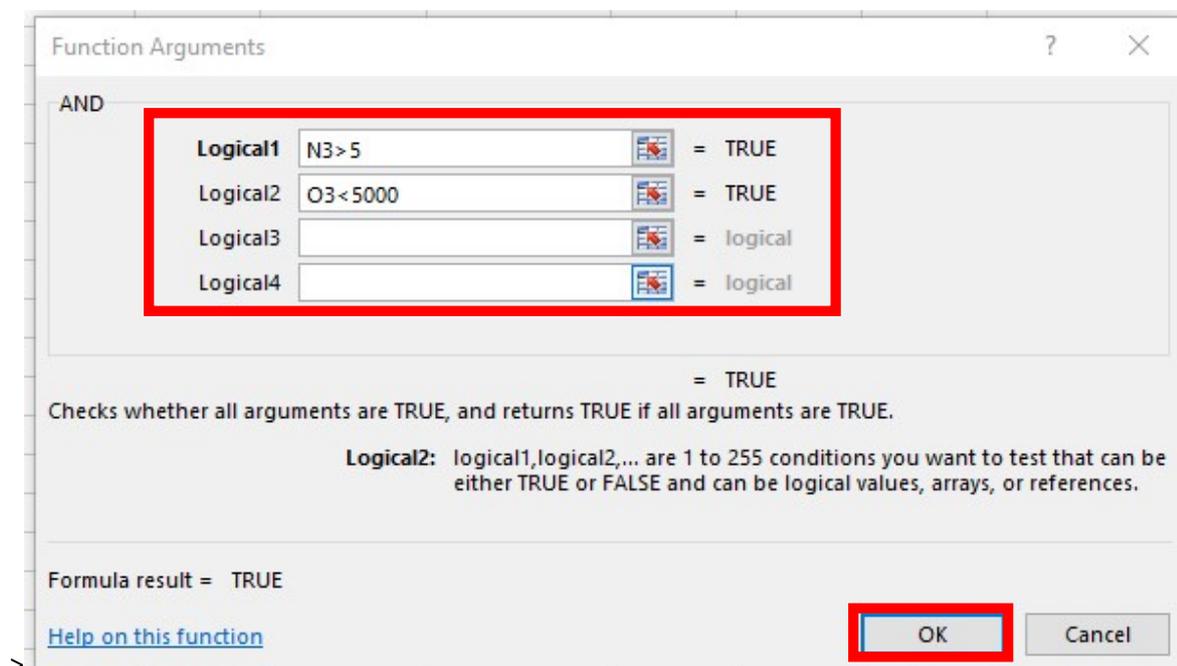
The number of siblings are more than 5 and family income is less than RM5000

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



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

Based on the AND function perform above, list down students who is eligible for household living aid.

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	

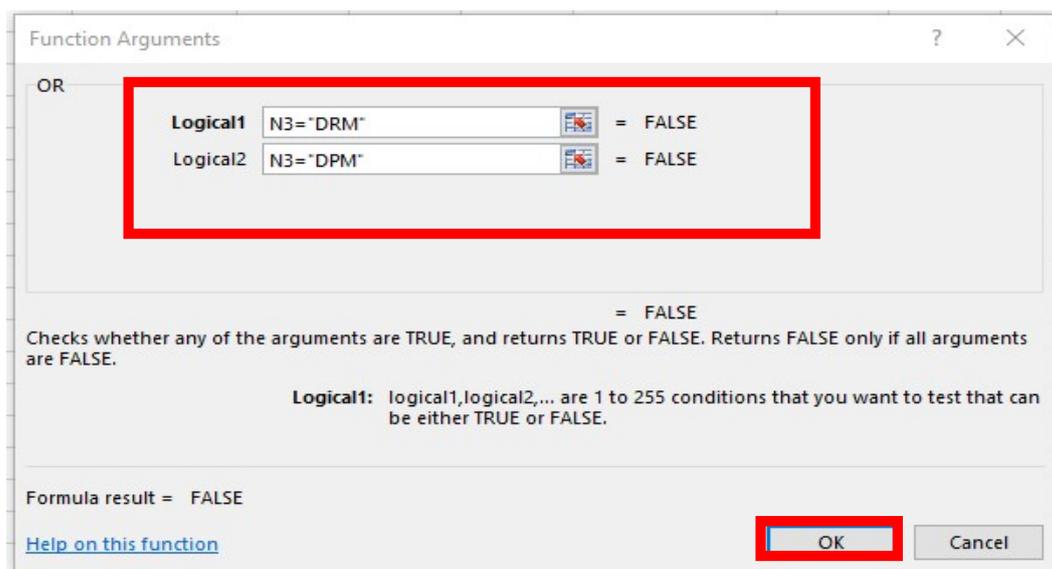
7. Using OR function

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 >



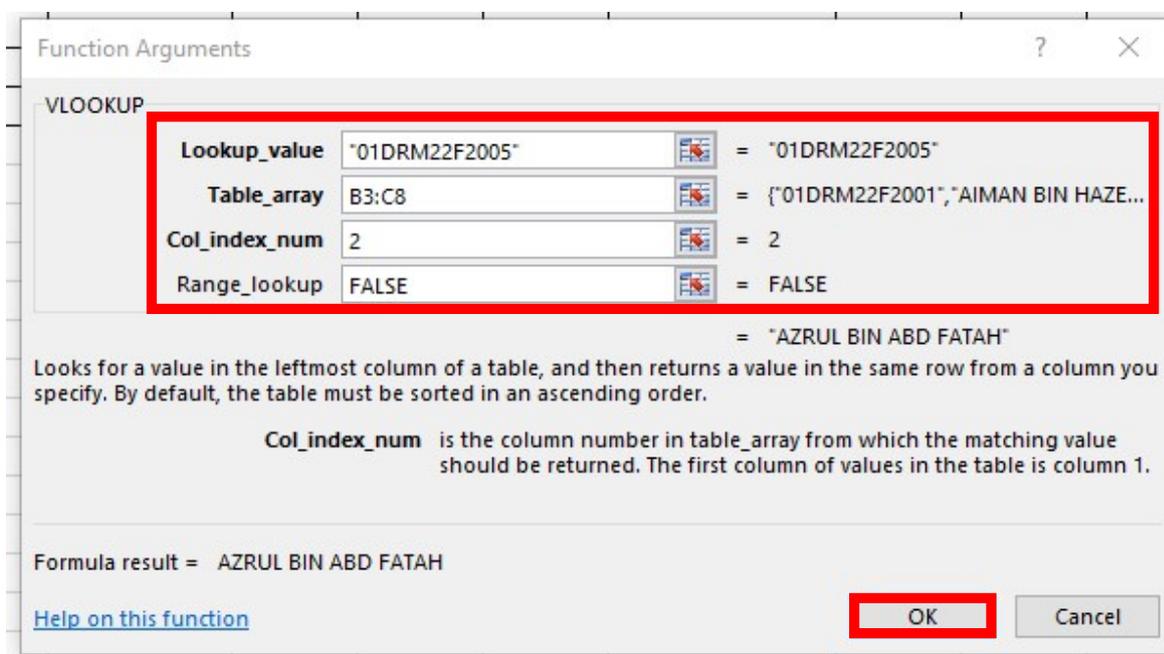


Fill in the ENTREPRENEURSHIP COMPETITION columns for cell O4 until O8

8. Using VLOOKUP function

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

Find student with matric number 01DRM22F2005
Select cell C13 > Home > Editing > AutoSum > More Functions: Lookup & Reference > VLOOKUP > OK >



Answer:

Name

9. 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
Net Sales	_____

Instruction:

1. Start with cell A1.
2. Apply number formats
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. 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
Gross Profit	_____
(+) Revenue	156332
(-) Expenses	255147
NET PROFIT	_____

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:

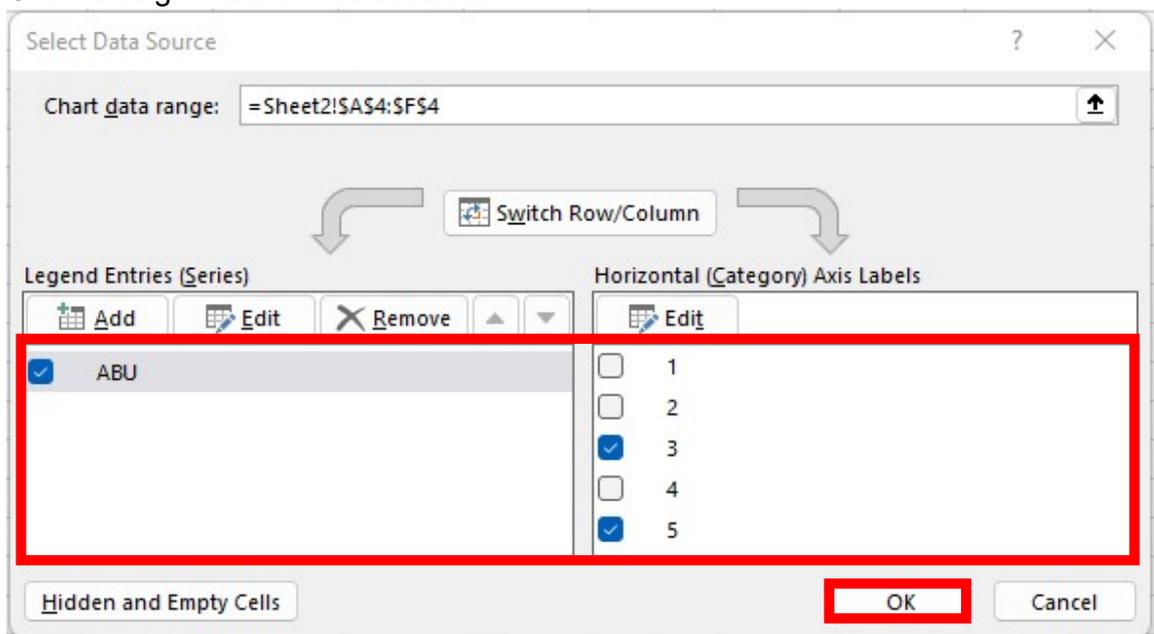
NAME	QUIZ 1	QUIZ 2	30%	TEST	70%
	20	20		60	
ALI	12.5	17		55	
ABU	15	5		58	
ATAN	14	16.37		40	
SITI	16	10		30	
ANI	12.55	19		20	
AMY	8	20		33	

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:
$$= \frac{TEST}{60} \times 70 - \frac{TEST}{60} \times 70$$
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 >

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

Formula result = 20

OK

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. 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 >

Function Arguments

VLOOKUP

Lookup_value: 103 = 103

Table_array: F1:H4 = {"ORDER ID","UNIT PRICE","QUANTIT..."

Col_index_num: 2 = 2

Range_lookup: FALSE = FALSE

= "MYR 70.00"

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 = MYR 70.00

[Help on this function](#) **OK** Cancel

7. 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 >

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

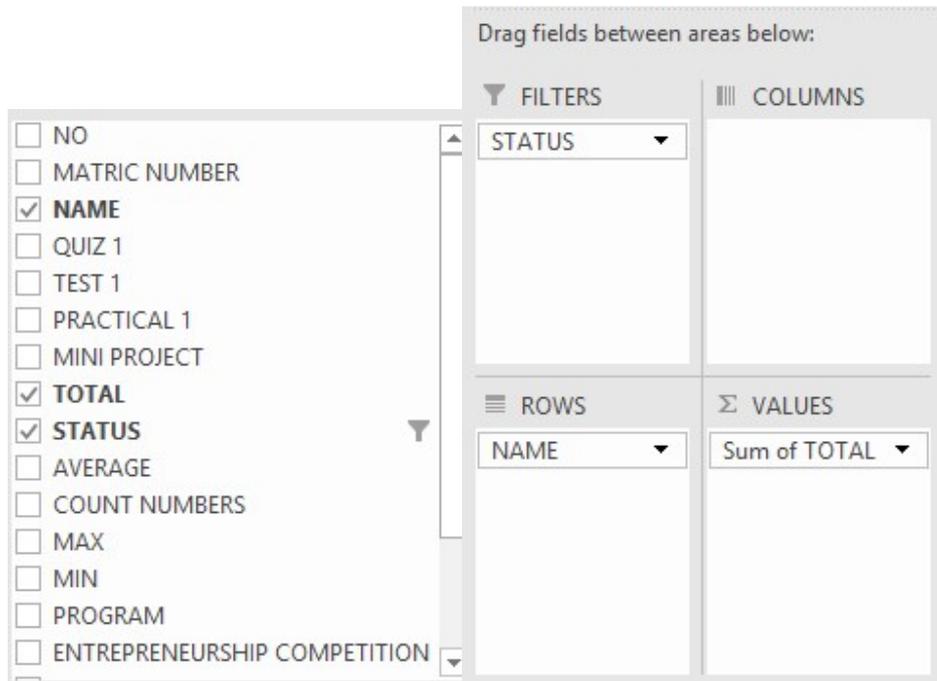
Existing Worksheet

Location:

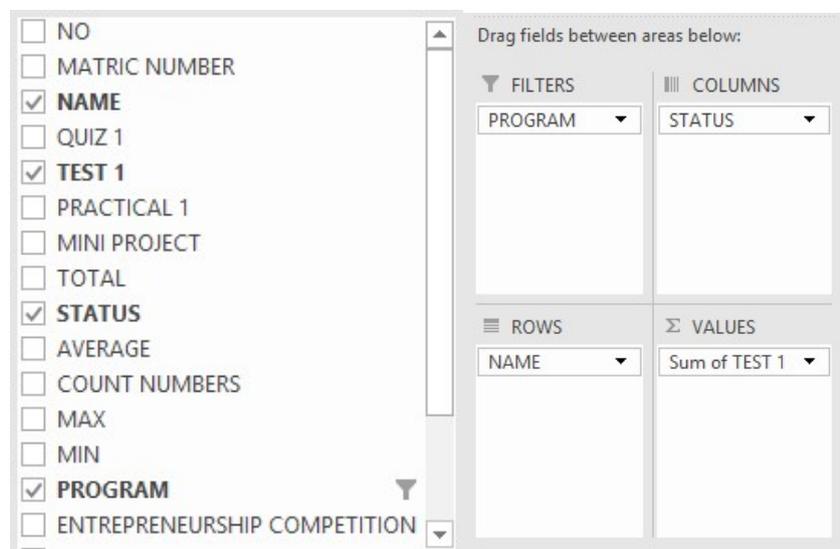
Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK Cancel



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

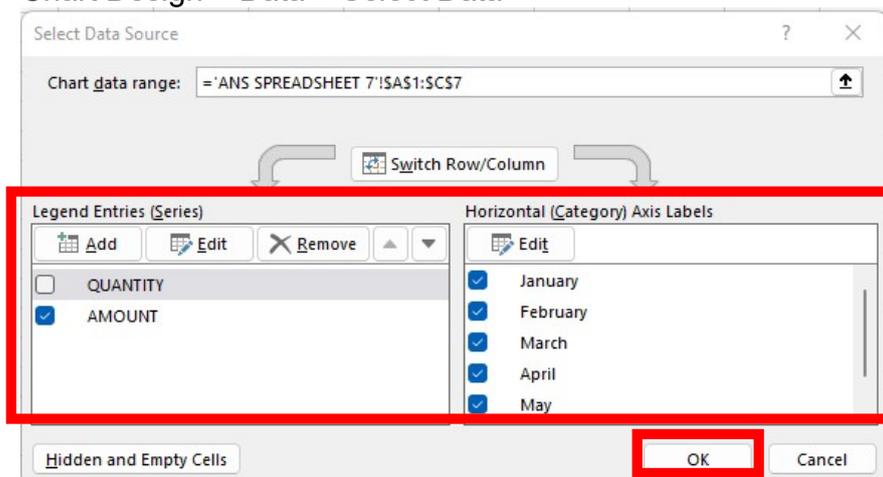
MICROSOFT EXCEL: LAB EXERCISE 8

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 >

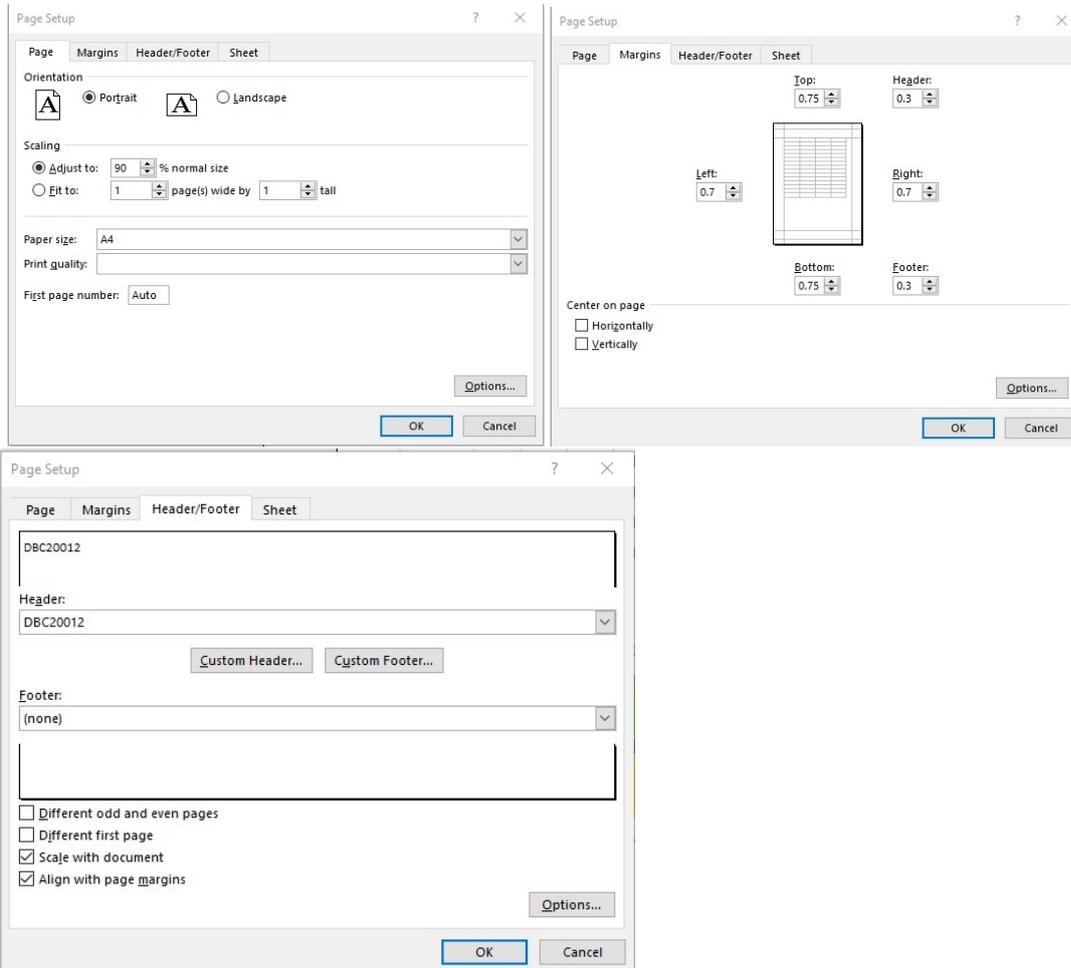


Change title to SALES (RM)



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

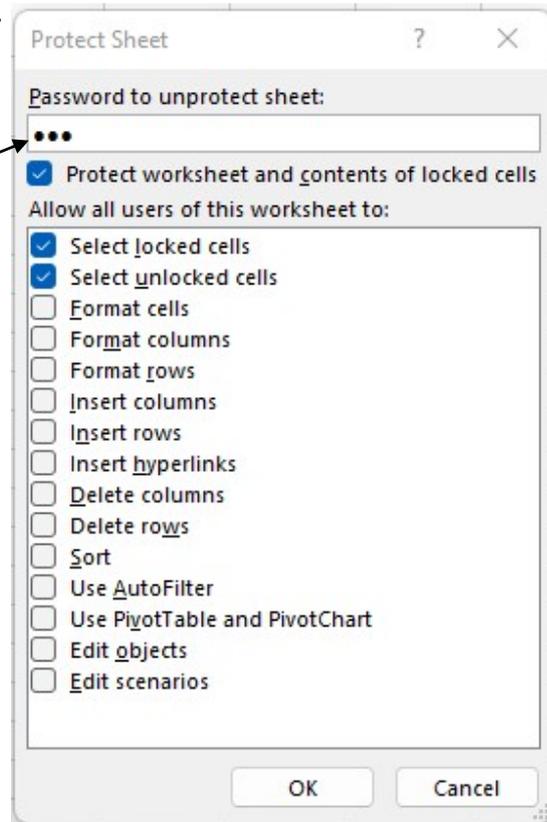
6. Print the worksheet
File > Print >





7. Protect a worksheet
Review > Protect > Protect Sheet >

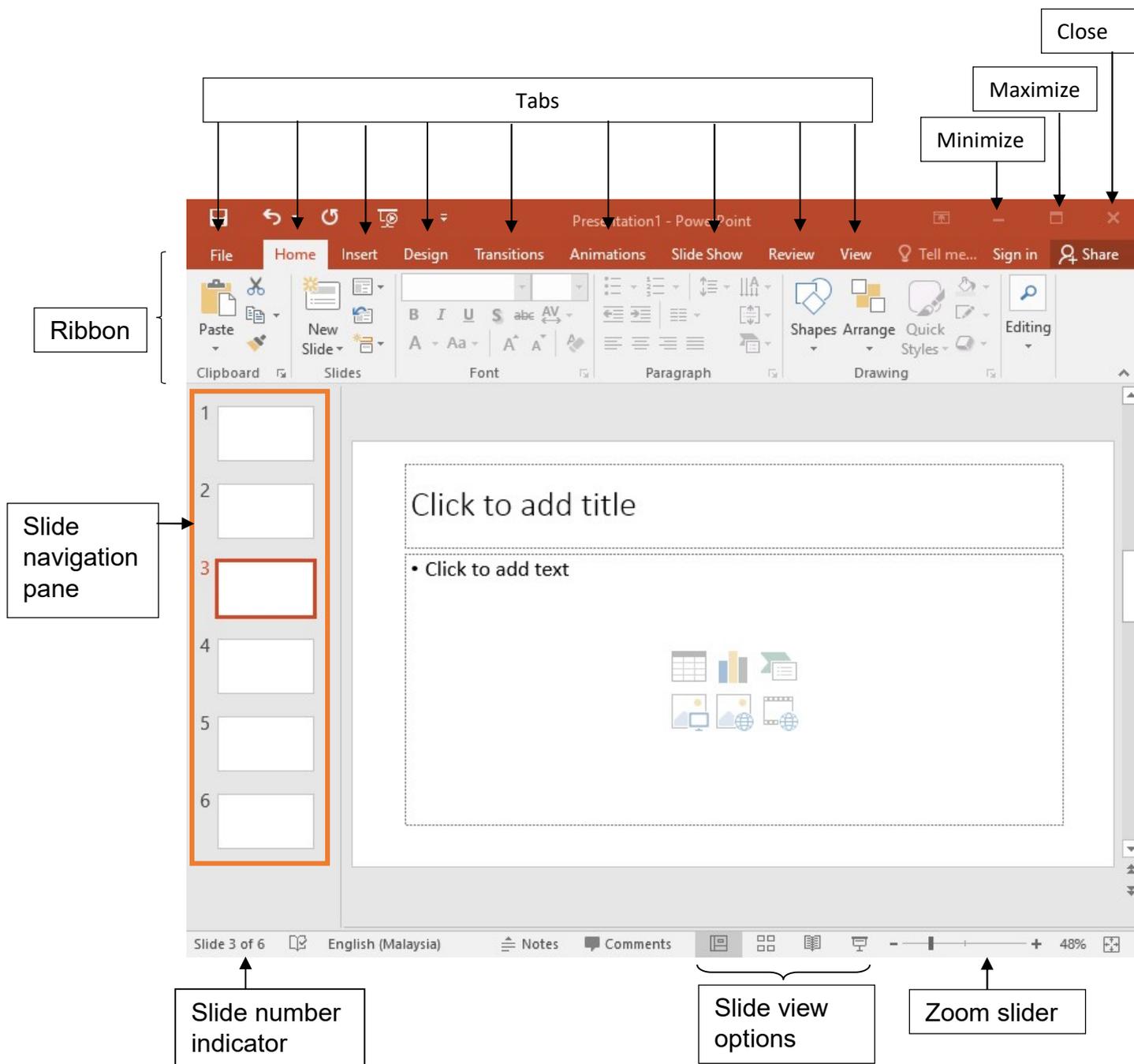
Password: **DBC**



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



MICROSOFT POWERPOINT: PRIMARY USER INTERFACE





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

MICROSOFT POWERPOINT: LAB EXERCISE 1

Follow the instructions below:

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.

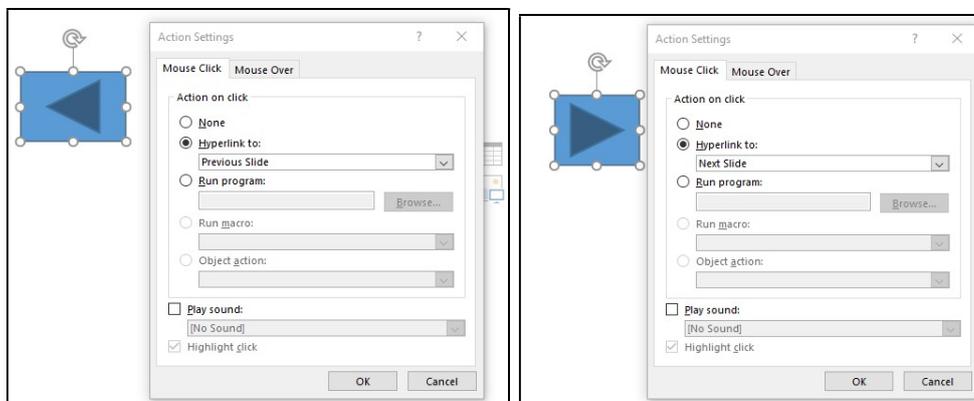
7. Find suitable contents for each slide.

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 PRESENTATION 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
18. Require a password to open the presentation
File > Protect Presentation > Encrypt with Password > 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 1

Follow the instructions below:

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

TASK	START	DURATION	PERSON IN CHARGE	MATERIAL	COST
Phase 1	6 March 23	9 days			
Task A	6 March 23	1 day	Adam		
Task B	7 March 23	3 days	Orkid	Paper	
Task C	10 March 23	5 days	Idris		Travelling
Phase 2	17 March 23	7 days			
Task D	17 March 23	2 days	Cempaka		
Task E	17 March 23	5 days	Musa		
Task F	24 March 23	2 days	Nuh		

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

Project Information for 'Project1'

Start date: 6 March 2023

Current date: 8 December 2022

Finish date: 1 March 2023

Status date: NA

Schedule from: Project Start Date

Calendar: Standard

All tasks begin as soon as possible.

Priority: 500

Enterprise Custom Fields

Department:

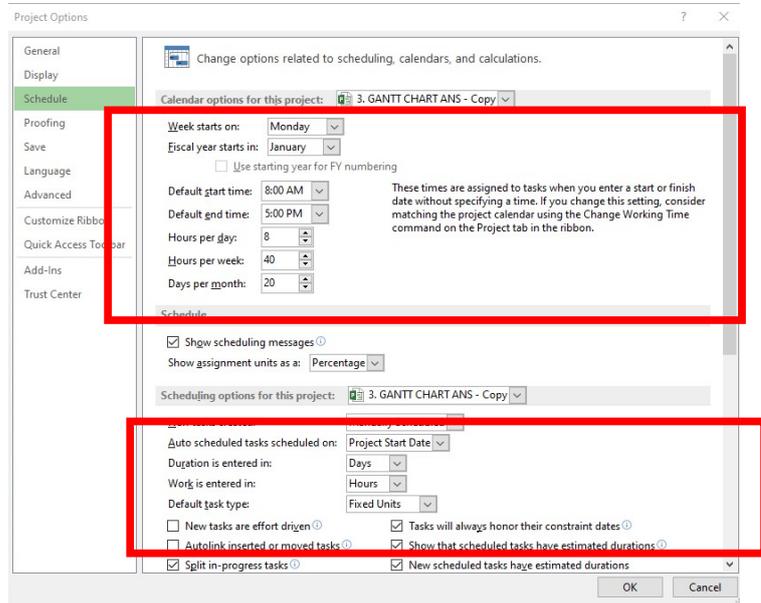
Custom Field Name	Value

Buttons: Help, Statistics..., OK, Cancel

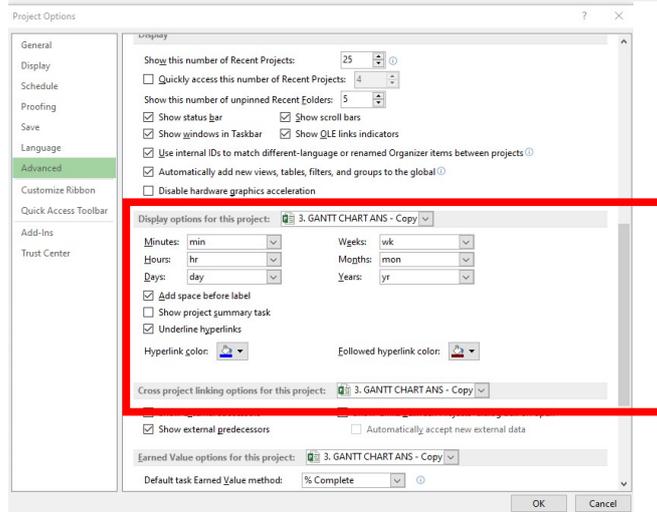


3. Set the calendars, calculations and scheduling for the project

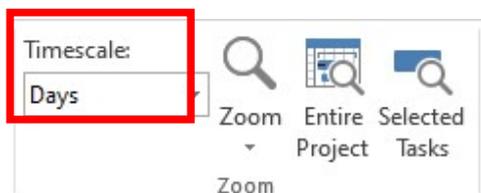
File > Options > Schedule >



File > Options > Advanced >



4. View >



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

Insert subtask:

Task > Schedule > Indent Task: Right



6. Link the selected task and task dependency:

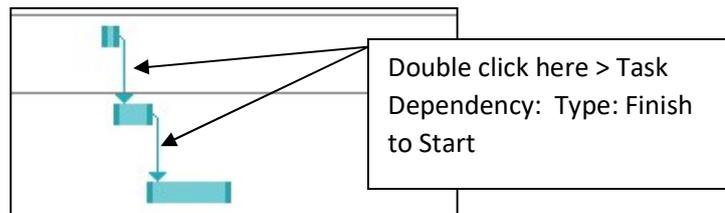
Types of task dependency:

- i. Finish to Start
- ii. Finish to Finish
- iii. Start to Start
- iv. Start to Finish

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	



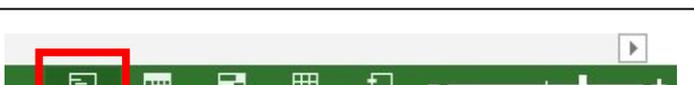
8. Setting up resources:

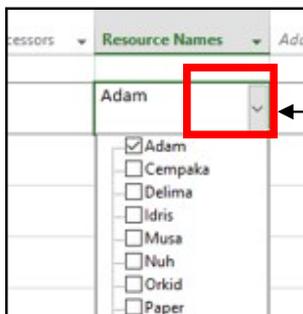
Resources
Anything required to perform a task.
There are three main type of resources; work, materials and cost.

a)  Fill in the resource sheet with the information below:

Click: Resource sheet

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)  Click: Gantt chart

 Enter the Resource Name using drop down list



9. Assign resources

Select on Task Name: Task B > Resource > Assign Resources > Paper > Units: 3 reams

Assign Resources

Task: Task B

+ Resource list options

Resources from Project1

	Resource Name	R/D	Units	Cost
<input checked="" type="checkbox"/>	Orkid		100%	RM720.00
<input checked="" type="checkbox"/>	Paper		3 Ream	RM36.00
<input type="checkbox"/>	Adam			
<input type="checkbox"/>	Cempaka			
<input type="checkbox"/>	Idris			
<input type="checkbox"/>	Musa			
<input type="checkbox"/>	Nuh			
<input type="checkbox"/>	Travelling			
<input type="checkbox"/>				
<input type="checkbox"/>				

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 > Assign Resources > Travelling > Cost: 500

Assign Resources

Task: Task C

+ Resource list options

Resources from Project1

	Resource Name	R/D	Units	Cost
<input checked="" type="checkbox"/>	Idris		100%	RM1,600.00
<input checked="" type="checkbox"/>	Travelling			RM500.00
<input type="checkbox"/>	Adam			
<input type="checkbox"/>	Cempaka			
<input type="checkbox"/>	Musa			
<input type="checkbox"/>	Nuh			
<input type="checkbox"/>	Orkid			
<input type="checkbox"/>	Paper			
<input type="checkbox"/>				
<input type="checkbox"/>				

Hold down Ctrl and click to select multiple resources

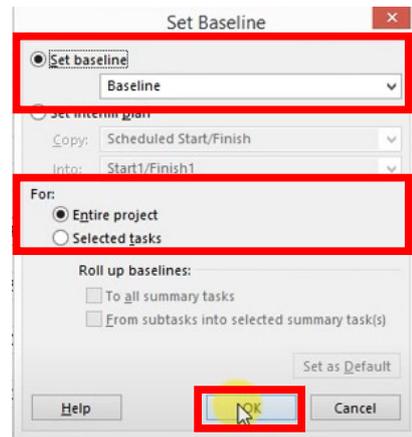
Assign
Remove
Replace...
Graph
Close
Help



11. Setting a project baseline:

Project baseline
It can be used to track the original plan and its current state

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.

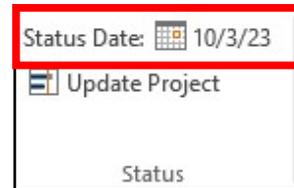
The baseline will not change.

★	Phase 2	9 days	17 March 2023	29 March 2023					
★	Task D	7 days	17 March 2023	27 March 2023	Cempaka				

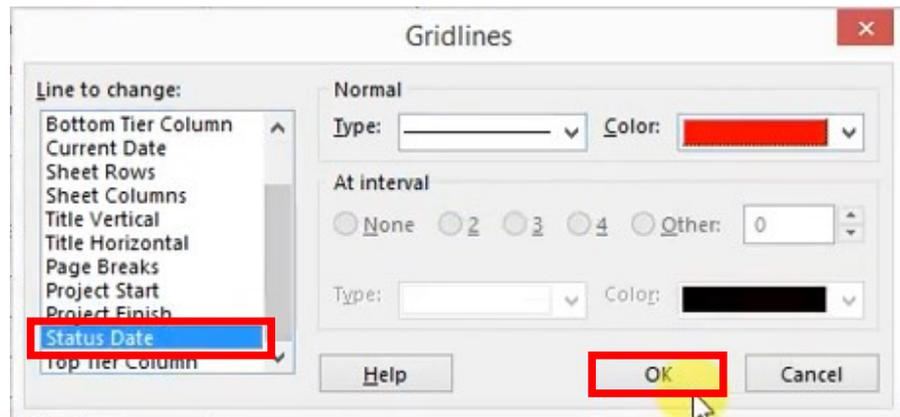


13. Track the status of the project on 10 March 2023

Project > Status > Status Date > Type the status date: 10 March 2023 > OK

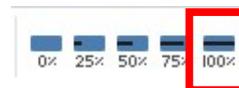


Right click on the Gantt chart > Gridlines >



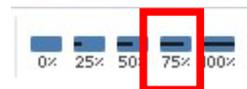
14. Mark all subtask of **Phase 1** as 100% complete.

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 > Apply this style



18. Draw the following textbox on the Gantt chart:

Format > Drawing > Text Box > Properties > Line & Fill

Meeting on 7 March 2023

19. Save as > *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
Task 1	1-Feb-23	14 days			
Task 1a	1-Feb-23	7 day	Lily	Paper	RM150
Task 1b	9-Feb-23	5 days	Rose	Fuel	RM500
Task 1c	15-Feb-23	2 days	Kiambang		
Task 2	17-Feb-23	12 days			
Task 2a	17-Feb-23	4 days	Cempaka		
Task 2b	17-Feb-23	5 days	Musa		
Task 2c	24-Feb-23	6 days	Orked		

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

Project Information for 'Project1'

Start date: 1 February 2023 Current date: 8 December 2022

Finish date: 1 March 2023 Status date: NA

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

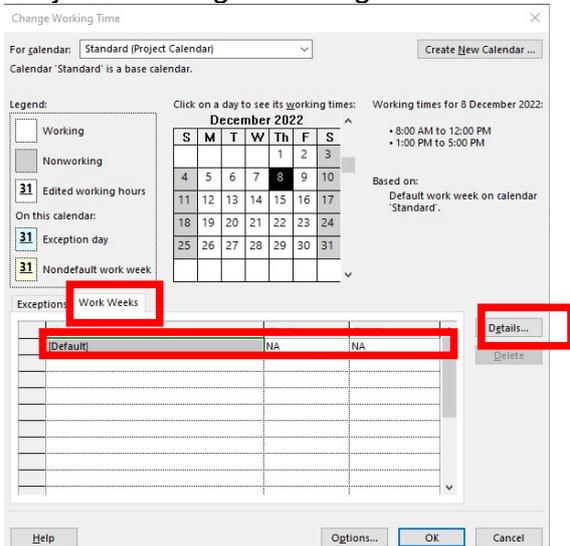
Department: [Dropdown]

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

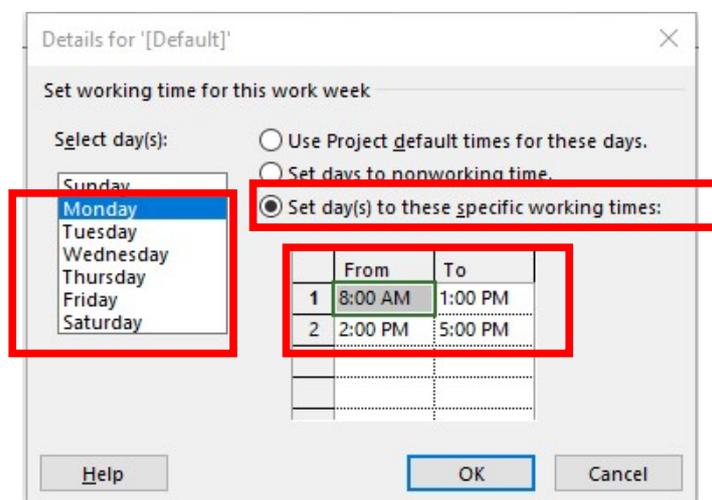
Help Statistics... OK Cancel



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



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





- Setting up 18 February 2023 as non-working day since it is Israk and Mikraj celebration.
Exceptions > Name: Israk and Mikraj > Start: 18/2/2023, Finish: 18/2/2023 > Options

Change Working Time

For calendar: Standard (Project Calendar) Create New Calendar ...

Calendar 'Standard' is a base calendar.

Legend:

- Working
- Nonworking
- 31** Edited working hours
- 31** Exception day
- 31** Nondefault work week

Click on a day to see its working times: 8 December 2022 is nonworking.

December 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Based on:
Exception 'Israk and Mikraj' on calendar 'Standard'.

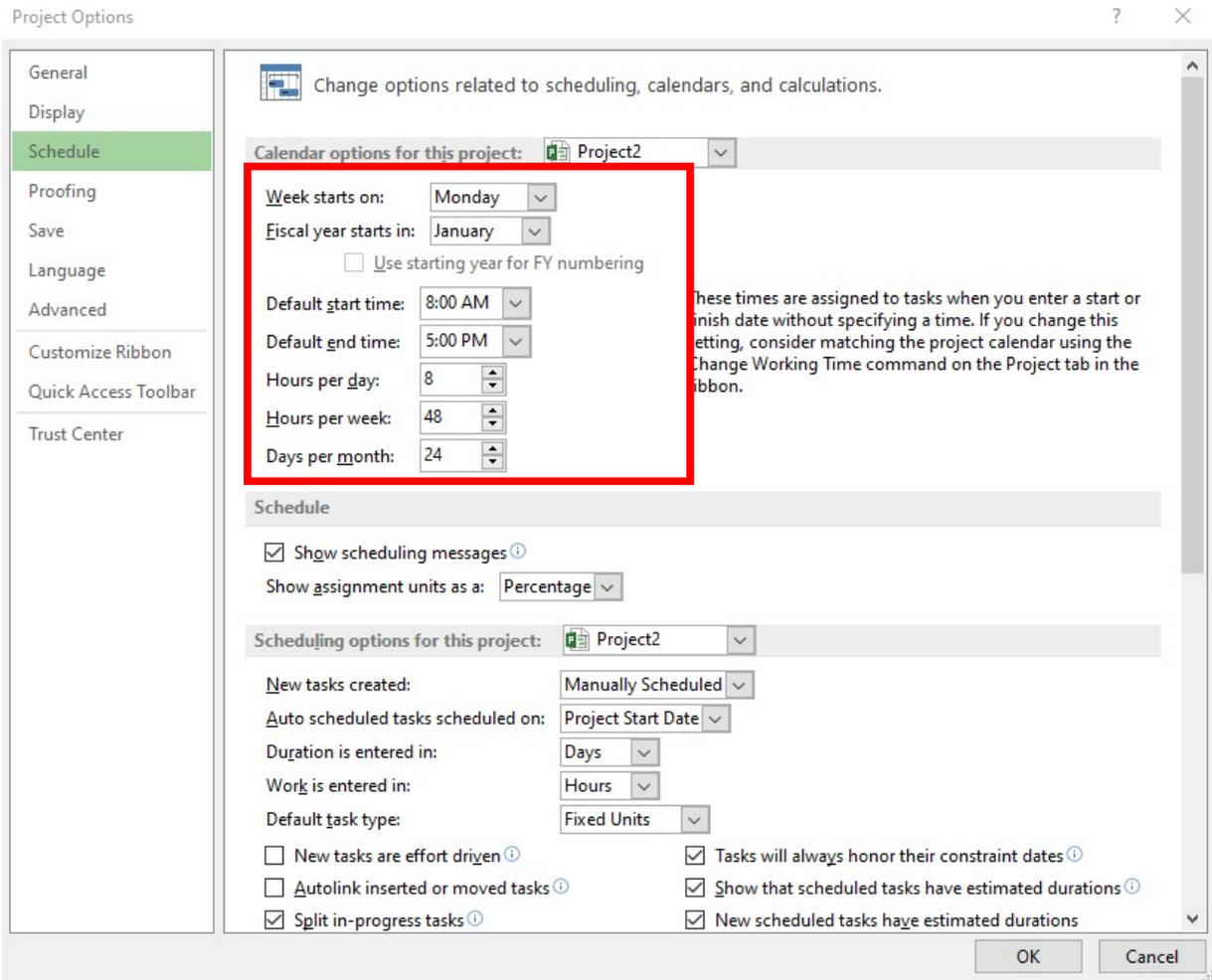
Exceptions Work Weeks

	Name	Start	Finish
1	Israk and Mikraj	18/2/2023	18/2/2023

Help Options... OK Cancel



6. Schedule > Enter the following information > OK



7. View > Zoom > Timescale: Days

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

Insert subtask:

Task > Schedule > Indent Task: Right

9. Create a milestone with duration other than 0.

Milestone

It is used to mark important event.

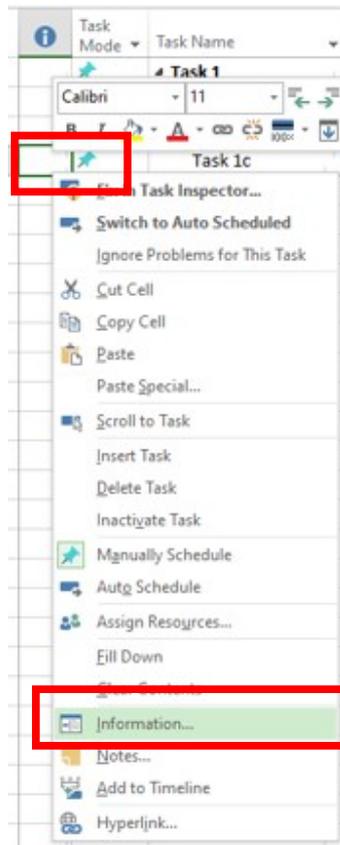
Milestone is represented by a diamond symbol 

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

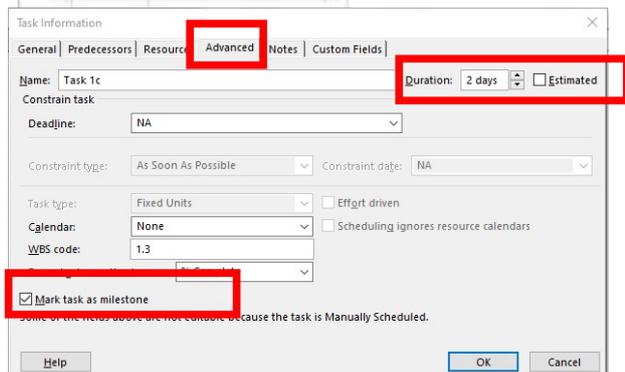


Entering a milestone for Task 1c.

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: 3 March 2023
Duration: 0 day



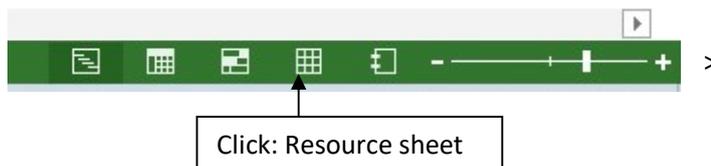
11. Link the selected task and task dependency:

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

a)

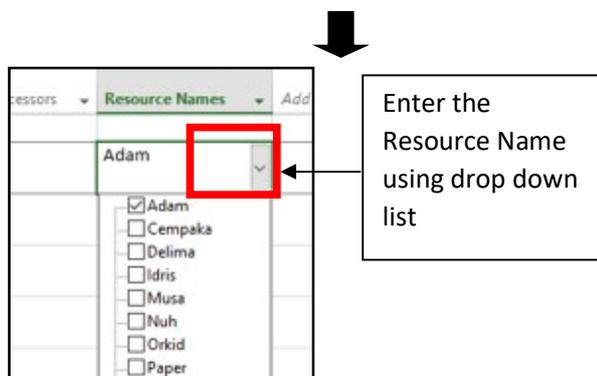
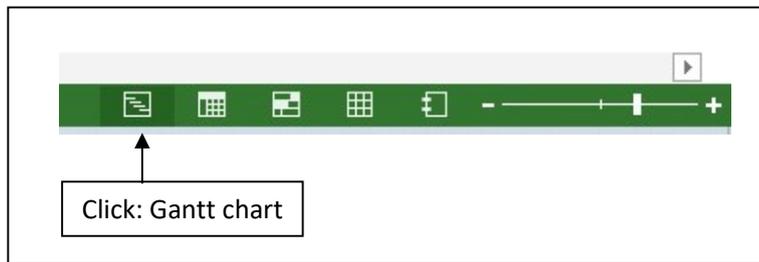


Fill in the resource sheet with the information below:

	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			

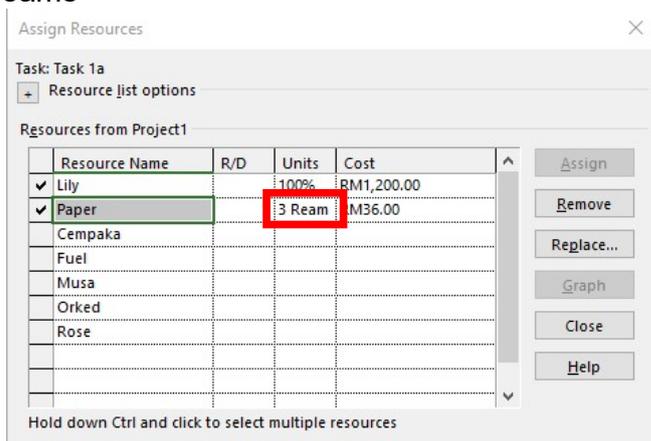


b)



13. Assign resources

Select on Task Name: Task 1a> Resource > Assign Resources > Paper > Unit: 3 Reams





14. Assign resources

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

Assign Resources

Task: Task 1a

+ Resource list options

Resources from Project1

Resource Name	R/D	Units	Cost
✓ Fuel			RM500.00
✓ Rose		100%	RM960.00
Cempaka			
Lily			
Musa			
Orked			
Paper			

Hold down Ctrl and click to select multiple resources

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

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

16. Printing the project plan:

File > Print > Settings > Dates: 1/2/2023 to 3/3/2023 > Landscape Orientation > A4 > Page Setup

Settings

Print Entire Project
Print the project from start to finish

Dates: 1/2/2023 to 3/3/2023

Pages: 1 to 1

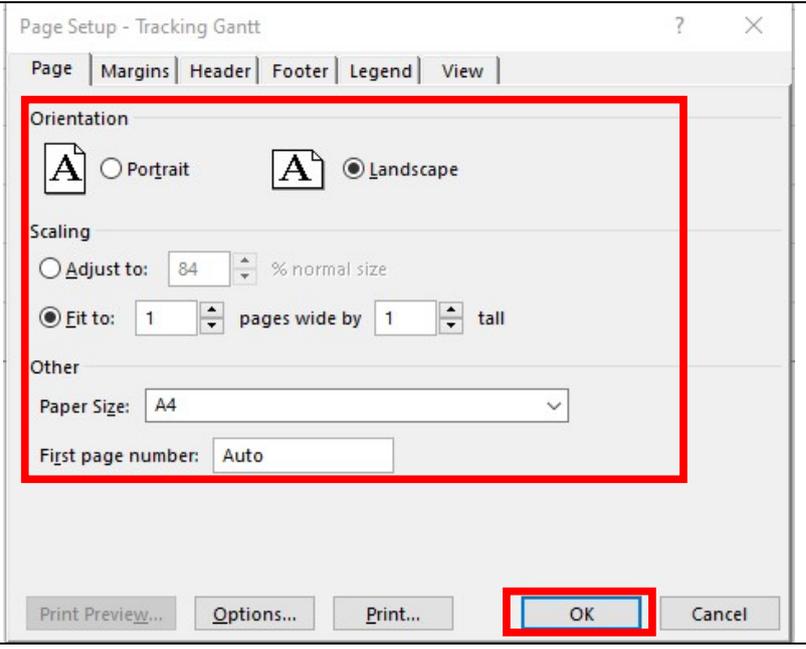
Landscape Orientation

A4
21 cm x 29.7 cm

Page Setup



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



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

REFERENCES

Romney. M.B., & Steinhart, P.J. (2018). Accounting Information Systems. (14th Edition). Kuala Lumpur: Pearson

<https://support.microsoft.com/en-us>

<https://www.youtube.com/watch?v=E7gQ-PgYkMc>

https://www.tutorialspoint.com/ms_project/index.htm

<https://www.wikihow.tech/Main-Page>

<https://www.mpug.com/>

COMPUTER APPLICATION LAB EXERCISE

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