

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Using Autosum in MS Excel

Make this Dataset

	A	B	C	D	E	F	G	H	I
Marksheet Of Students									
1	Student ID	Student Name	Math	Science	English	Social Studies	Computer Science	Hindi	Total Marks
2	201	Rahul Sharma	85	78	88	90	92	80	
3	202	Priya Verma	75	80	85	88	79	85	
4	203	Arjun Patel	90	92	95	89	94	88	
5	204	Sneha Kapoor	70	72	68	74	76	72	
6	205	Amit Mehra	88	86	90	85	87	82	
7	206	Neha Singh	95	98	97	94	96	94	
8	207	Kunal Joshi	60	65	58	62	64	60	
9	208	Riya Malhotra	82	79	84	80	85	83	
10	209	Aniket Das	78	81	76	79	80	78	
11	210	Tanya Arora	91	87	89	93	92	90	
			?	?	?	?	?	?	

Tasks:

- Calculate the Total Marks for all students** by adding the marks of **Math, Science, English, Social Studies, Computer Science, and Hindi. (Using Autosum)**
- Apply AutoSum to calculate each Subject marks.**
- Increase the column width** for the "Student Name" column to **20** so that the text is fully visible.
Steps: Select the column → Right-click → Click **Column Width** → Enter **20** → Click **OK**.
- AutoFit the column width** for "Total Marks" and "Percentage" columns.
Steps: Select the columns → Go to **Home** → Click **Format** → Select **AutoFit Column Width**.
- Set row height to 22** for all rows so that the data is evenly spaced.
Steps: Select the rows → Right-click → Click **Row Height** → Enter **22** → Click **OK**.

...many more

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CBSE



ICSE



NTSE



Banking &
Insurance



Central Govt.
Service



State Govt.
Services



LAW
Entrance



MBA
Entrance



Railways & Metro
Services

...many more

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6. **Apply Bold Formatting** to the headers and center-align them.
Steps: Select the header row → Click **Bold (Ctrl + B)** → Click **Center Align**.
7. **Add Borders** to the entire table.
Steps: Select the dataset → Click **Home** → Click **Borders** → Select **All Borders**.
8. **Save the file** as "Student Marksheet Report".

