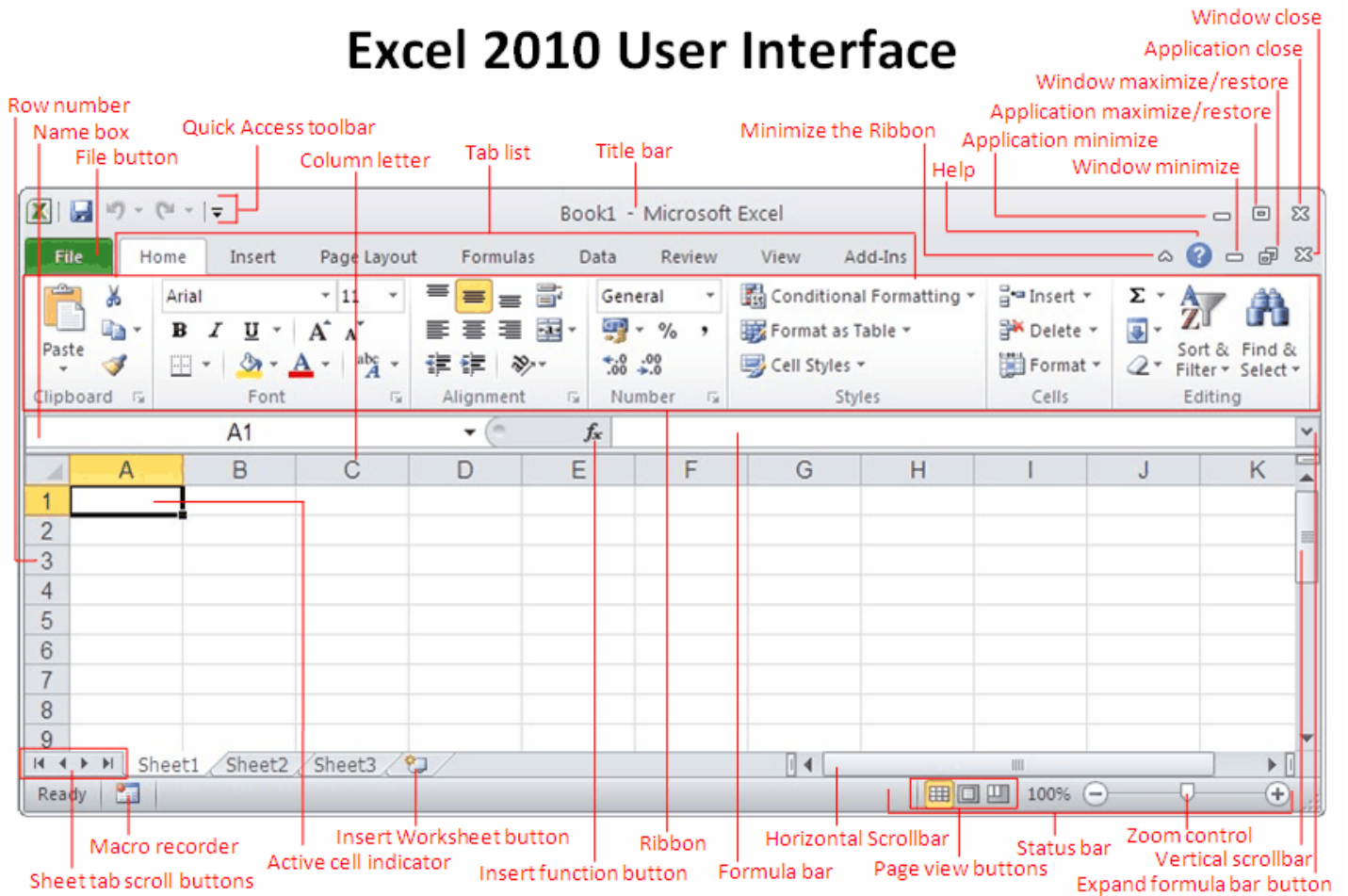


# MICROSOFT EXCEL

## 1. Introduction

### Excel 2010 User Interface



## 2. Entering Data

The image shows a Microsoft Excel 2010 spreadsheet with the following data:

1	Subjects	Maximum Marks	Marks Obtained
2	Chemistry	150	100
3	Physics	150	100
4	Biology	150	100
5	Mathematics	150	50
6	English	150	100
7	Urdu	150	100
8	Islamiat	100	75
9	Pakistan Studies	100	75
10		1100	700
11			
12		Percentage	63.64
13			

### 3. Formatting Cells

The screenshot displays the Microsoft Excel interface with the following data in the worksheet:

	A	B	C	D	E	F	G	H	I	J
1	2	1.4	=LN(A1)							
2	2	1.4	=LN(1/2)							
3	2	0.6	=LN(A3)	-0.37	#NUM!	=LN(D3)				
4	2	0.3	=LN(A4,10)	0.30	#DIV/0!	=D4/0				
5	2	0.9	=LN(A5)							
6	2	-0.4	=LN(A6)							
7	2	7.3	=LN(A7)							

The **Format Cells** dialog box is open, showing the **Number** tab. The **Category** is set to **Number**. The **Sample** field shows **1.41**. The **Decimal places** are set to **2**. The **Use 1000 Separator (,)** checkbox is unchecked. The **Negative numbers:** list shows three options: **#,###.0** (selected), **1234.10**, and **(1234.10)**. The **OK** and **Cancel** buttons are visible at the bottom.