

King Fahd University of Petroleum & Minerals
Accounting & MIS Department
MIS105: Introduction to Computer Applications
Instructor: Irfan Ilyas

Lab#4: Use of Functions in Microsoft Excel

Practice with Excel Functions

Financial Functions

Purchase of an automobile example (sheet 022-MIS105-Lab04a.xls).
Use of PMT with GoalSeek.

Expanded Grade book Example: (sheet 022-MIS105-Lab04b.xls).

Statistical: Use of Average, Min, Max functions

Logical: Use of IF to calculate the Final Average with Homework bonus.

Lookup&Reference: VLOOKUP for finding right grade for the student.

WORKING WITH LARGE SPREADSHEETS

Freezing Panes: to make a row or column contents always visible during scrolling.

Hiding Rows and Columns: to see only the needed sheet.

Use of AutoFilter to see selected records only.