

AICT Lab

WEEK # 5

Microsoft Excel

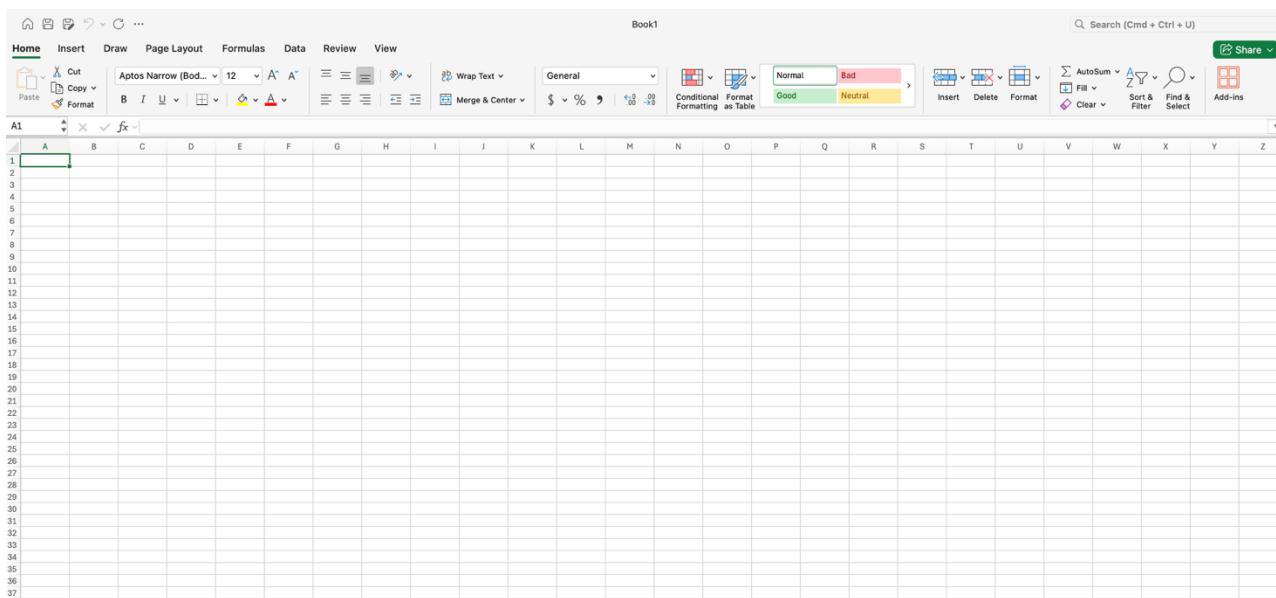
Session 2025

Electrical Engineering Department UET
Lahore

Lab Week # 5 (Microsoft Excel Lab Work)

Mastering Microsoft Excel is valuable for data management, analysis, and visualization.

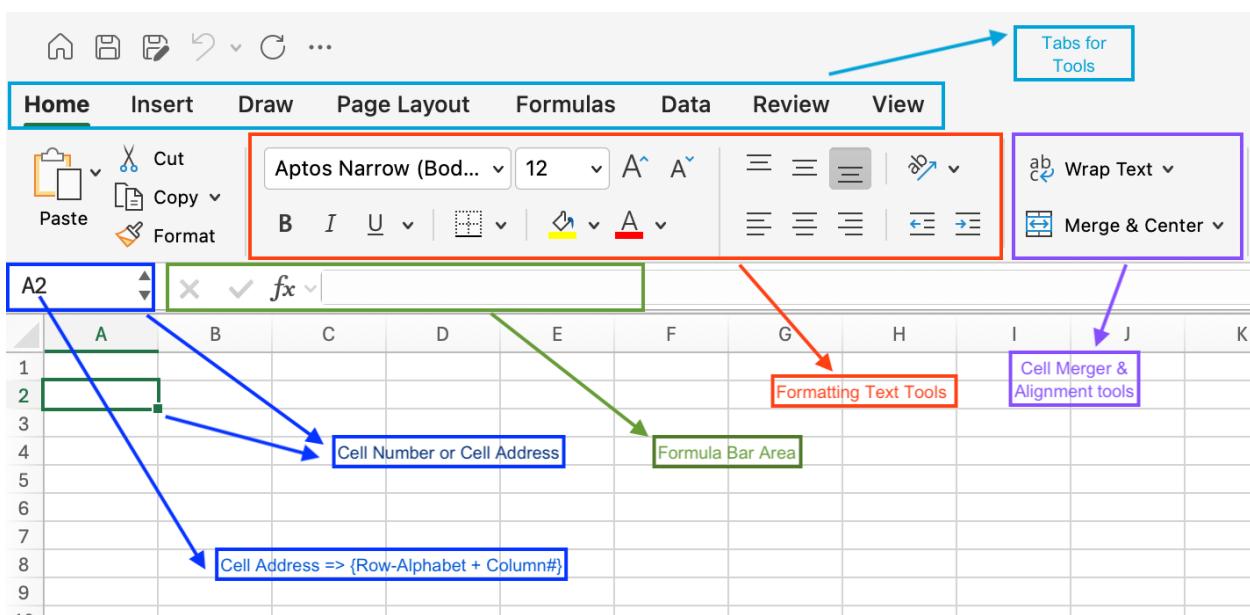
Here is the Interface lookout



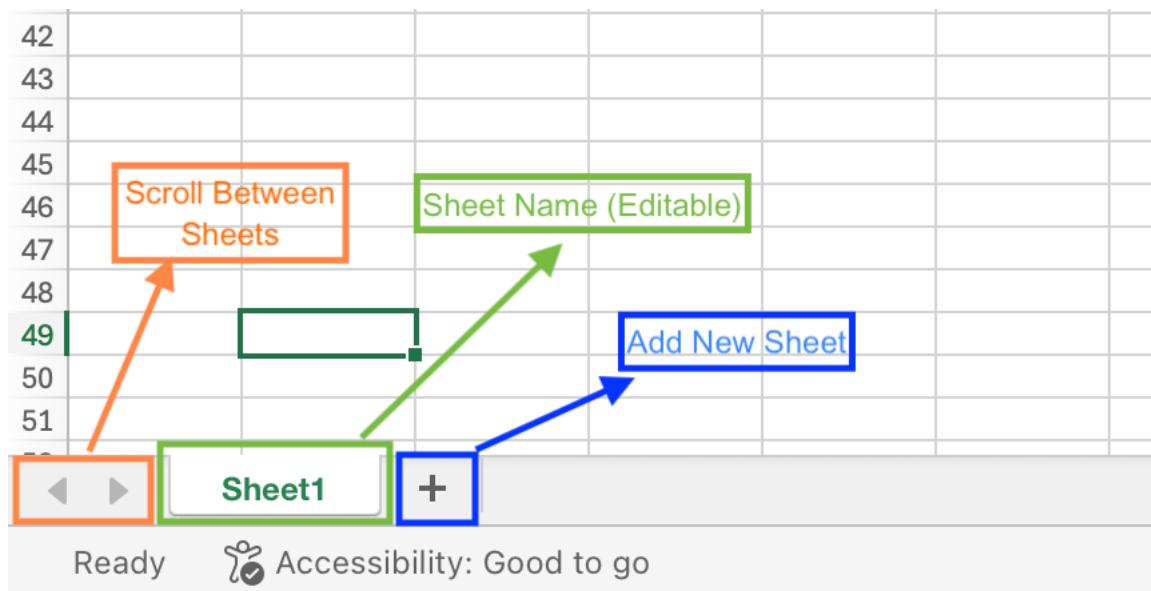
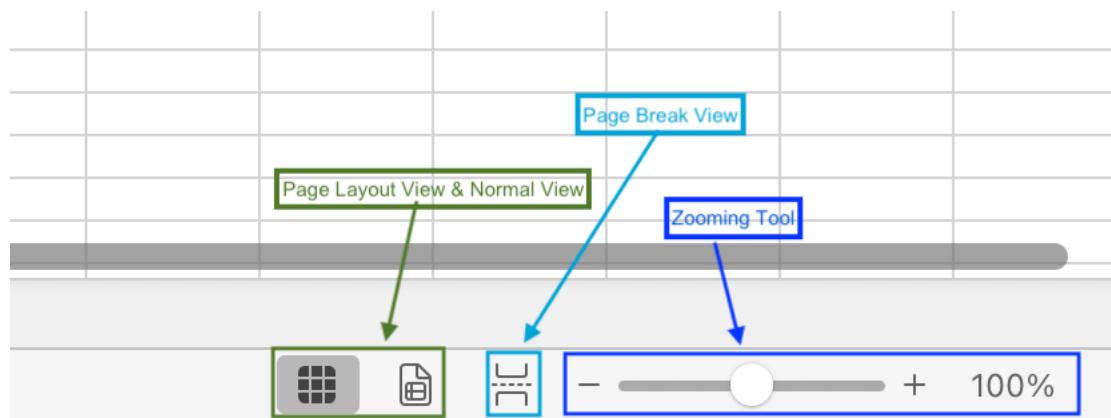
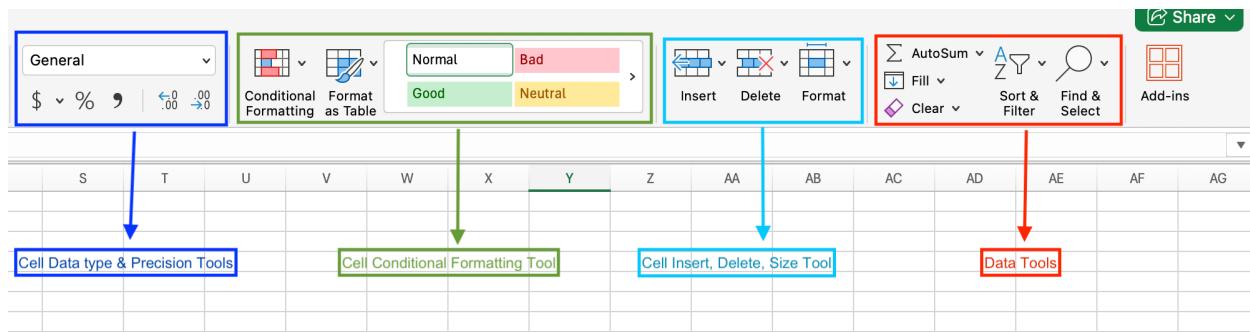
Many tools are exactly as same as in Microsoft Word such as Text Formatting tools.

The only Addition is the Cells management, Cells Formulas and Cells since This is Data Processing Software.

Main Tools Explained (HOME TAB)

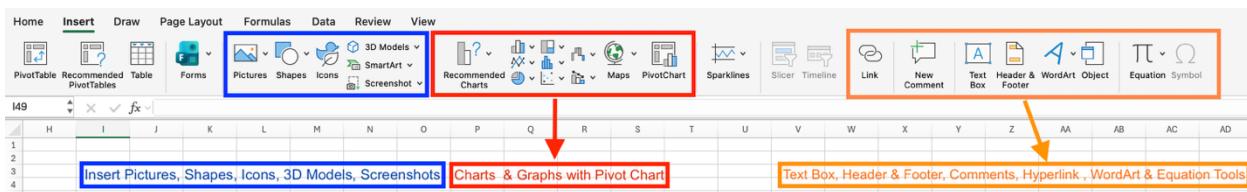


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Main Tools Explained (INSERT TAB)



- Insert Shapes, Pictures, Icons
- Insert 3D Models & Emojis
- Insert Screenshots
- Insert Smart Art (Prebuilt Tables or Hierarchy Tables)
- Graphs (Line or Raw Data)
- Column & Bar Charts (2D & 3D)
- Pie Charts (2D & 3D)
- Histograms , Scatter & Bubble Charts
- Pivoting of Charts
- Inserting Text Boxes
- Inserting Headers & Footers
- Inserting WordArt & Objects
- Inserting Symbols & Equations
- Inserting Comments

**WORK BASIC TO BE
COMPLETED IN LAB**

**WILL BE GIVEN ON
WEBPAGE AT THE TIME OF
RESPECTIVE LAB**

**Write Down your Name & Roll # in the Footer Section of
the each Page of Document**