



NOTE:

1. Open MS-Excel ,Then Answer each point in **Question 1** .
2. Open MS-PowerPoint ,Then Answer each point in **Question 2** .
3. Save two files with your University ID and Name.
4. Send this file through Black Board Assignment.

➤ **Question 1:** (MS. Excel)

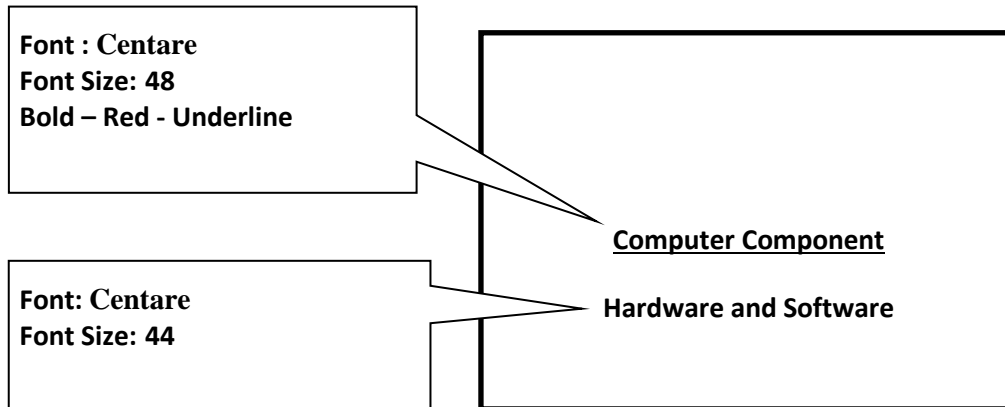
1. Open MS-Excel and enter this data:

Department	Number of female student	Number of male student	Max	Min
Computer Science	1860	2250		
Business Management	1530	1480		
Art and Design	1350	1060		
Total				

2. Make the Font color of First row Green and Bold.
3. Find the total of (Number of female student).
4. Find the total of (Number of male student).
5. Find the Average of (Computer Science department)
6. Find the highest number of students in Business Management department
7. Find the lowest number of students in Art and Design department.
8. Insert Column Chart for the data in the table.
9. Make the type of numbers in a correct format.

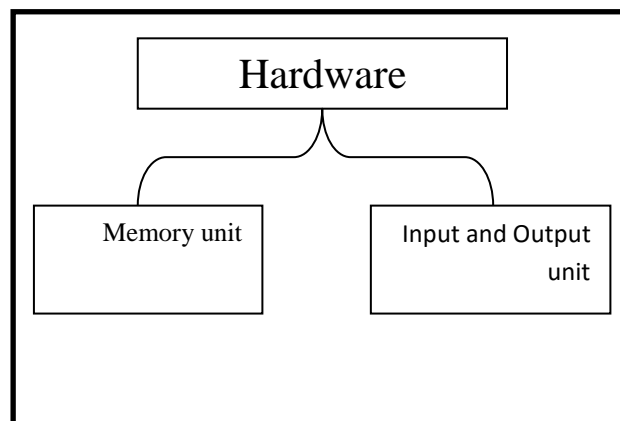
➤ **Question 2:** (MS- Power Point)

1- Create a new slide (Title slide) and type the following slide:



2- Insert any animation to the titles in the first slide
(Duration: 4 Secs).

3- Insert new slide again (Title and content) and insert the shape as the following slide:



4- Insert any animation to the shape in the second slide
(Duration: 3 Secs).

5- Add design for all slides.

6- Add transitions for all slides

With best wishes

Eng. AMAL ALTAEZI