

Title: Designing a Timetable in Excel

Description: This practical exercise will help students learn how to create a simple timetable in MS Excel. They will understand how to organize data into rows and columns, merge cells for headings, and format the timetable to make it visually appealing.

Purpose: To teach students how to use Excel to design a timetable, reinforcing their skills in cell formatting, merging cells, and organizing data in a structured format. This activity will also demonstrate how Excel can be used in daily life to manage tasks efficiently.

Steps:

1. Open Excel:

- Turn on the computer, open MS Excel, and start with a blank worksheet.

2. Create Columns for Days and Time:

- In cell A2, type "**Time**".
- In cells B2 to F2, type the days of the week (e.g., "**Monday**", "**Tuesday**", "**Wednesday**", "**Thursday**", "**Friday**").

3. Enter Time Slots:

- In cells A3 to A8, type different time slots (e.g., "9:00 AM - 10:00 AM," "10:00 AM - 11:00 AM," etc.).

4. Merge Cells for a Header:

- Select cells A1 to F1 and click on the **Merge & Center** option to create a title for the timetable.
- Type "**Class Timetable**" in the merged cell.
- Highlight the header row (A1 to F1) and apply a background color of your choice.

5. Enter Subjects or Activities:

- Fill in the corresponding cells (B3 to F8) with the subjects or activities for each day and time slot.

6. Format the Cells:

- Bold the text in the **Time** and **Day** columns (A2 to F2).
- Align the text in the **Time** and **Day** columns (A2 to F2) to the center.
- Apply borders around the entire timetable for better readability.
- Change cell sizes based on their content to ensure everything fits nicely.
- Change the font and size of the cells as per your choice.

7. Change Cell Colors for Clarity:

- Optionally, apply different background colors to the cells representing different subjects to make the timetable more organized and visually appealing.

8. Save the Timetable:

- Save your work as "**Class Timetable.xlsx**".

If you have followed the steps correctly, your table will look something like

File

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Help

H16

⌵

:

✕

✓

fx

	A	B	C	D	E	F
1	Class Timetable					
2	Time	Monday	Tuesday	Wednesday	Thursday	Friday
3	9:00 AM - 10:00 AM	Math	Math	Math	Math	Math
4	10:00 AM - 11:00 AM	Science	Science	Science	Science	Science
5	11:00 AM - 12:00 PM	English	English	English	English	English
6	12:00 PM - 1:00 PM	Computer	Computer	Computer Lab	GK	Sports
7	1:00 PM - 2:00 PM	History	History	History	ES	ES
8	2:00 PM - 3:00 PM	Hindi	Hindi	Hindi	Sanskrit	Sanskrit