Abdelhafid Boussouf University Center – Mila **Academic Year: 2025/ 2026**

Institute of Natural and Life Sciences **Module: Biostatistics**

Department of Environment and Ecology **Instructor: R. Boustila**

Practical Sessions: Series 0

📓 Exercise 1:

A test was conducted in the subject of **Biostatistics** for 10 students. Their names, ages, number of study hours, and test scores were recorded.

1. Open a new Excel file.
2. Enter the following data in a table:

Name	Age	Study Hours	Score
Ahmed	20	12	15
Sarah	21	8	12
Mohamed	22	10	14
Leila	23	6	11
Karim	20	14	16
Nesrine	21	7	13
Samir	22	9	12
Hajar	23	11	15
Youssef	21	5	10
Amina	22	13	17

Solution :

methods as you requested:

1. **Direct input (using the ribbon menus)**
2. **Using the keyboard shortcut Alt + D + O**

I will explain both methods in detail:

Method 1: Direct input via the ribbon

To convert a data range into a table:

1. Enter your data into Excel cells.
2. Select all the cells that contain the data.
3. From the top ribbon, go to **Insert**.
4. Choose **Table**.
5. A window will appear; make sure the data range is correctly selected.
6. If the first row contains column headers, make sure the option **"My table has headers"** is checked.
7. Click **OK**

Method 2: Using the keyboard shortcut Alt + D + O

It is a method that relies on:

- Manually entering the headers in the first row (Name, Study Hours and Score).
- Then using the shortcut **Alt + D + O** to open the **Sort** window.

Excel will recognize the headers and allow you to sort the data easily.

📓 Exercise 2 :

Five plants were grown under different conditions. The number of fruits per plant and the **average weight of one fruit** (in grams) were measured.

Plant	Number of Fruits	Weight per Fruit (g)
Plant 1	30	5
Plant 2	22	6
Plant 3	35	4.5
Plant 4	28	5.2
Plant 5	40	4

1. **Calculate the total yield per plant**
   (Number of fruits × Weight per fruit):
   → Formula: `=B2*C2`
2. **Calculate the total number of fruits from all plants:**
   → Formula: `=SUM(B2:B6)`

   → Using the AutoSum button:

- Click on the cell where you want the result to appear.
- From the top ribbon, go to the **Formulas** tab.
- Click on **AutoSum (∑)** — Excel will automatically detect the range (e.g., B2:B6) and insert the SUM formula.
- Press **Enter**.

Calculate the total weight of the fruits (total yield):
→ Formula: `=SUM(D2:D6)` *(after calculating individual yields in column D)*

3. **Find the highest yield (in grams):**
   → Formula: `=MAX(D2:D6)`.

   → Using the AutoMax method.

4. **Find the lowest yield (in grams):**
   → Formula: `=MIN(D2:D6)`.

   → Using the AutoMin method.