

INDIAN SCHOOL AL WADI AL KABIR

CLASS X - INFORMATION TECHNOLOGY (402)

Unit 2: Electronic Spreadsheet (Advanced)

Practical Activities

Unit 2: Electronic Spreadsheet (Advanced) using LibreOffice Calc

Activity 1: Create two sheets Marks_Term1 and Marks_Term2 to store the marks in Term1 and Term2 for a set of students taking the following columns:

1. Name
2. Marks in English
3. Marks in Hindi
4. Marks in Maths
5. Marks in Science
6. Marks in Social Science
7. Total marks (using function Sum)
8. Percentage (using function Average)

Now, use the consolidate function to merge these two sheets.

Activity2: Create a sheet as shown in Figure and then calculate the average of marks subject wise on the basis of class. Also, try out another function Count to calculate the number of students in each subject.

	A	B	C	D	E	F	G
1	Roll no	name	English	Hindi	Science	Social Science	Maths
2		1A	47	79	55	55	47
3		2B	55	78	65	55	49
4		3C	55	76	78	55	55
5		4D	56	69	65	56	56
6		5E	65	65	80	58	65
7		6F	65	65	55	65	65
8		7G	65	65	47	65	65
9		8H	76	56	76	65	76
10		9I	78	55	56	65	78
11		10J	80	55	65	76	80
12	Average						
13	Count						
14							

Activity3: Calculate the income tax by entering the salary using different scenarios for two variables income tax slab and tax rate. The different scenarios to be taken as given below:

Income Slab	Tax rate
7.5 to 10 lakhs	15%
10 to 12.5 lakhs	20%
12.5 to 15 lakhs	25%
>15 lakhs	30%

Activity4: Create a simple Macro using BASIC programming instructions that will display Hello in a dialog box stored in the Standard module as shown in when executed.

Activity5: Create three sheets named Jan, Feb and March. In each sheet store the attendance (P for present and A for absent) of employees for a month. Apply count function to count the number of days the employees were present by counting P. Add another sheet named 'Consolidated Attendance' that

stores total attendance of three months and calculates the percentage using spreadsheet linking.