

Worksheet

Name:

Roll No: Class: Section:

Date:

ELECTRONIC SPREADSHEET (ADVANCED)

Unit-2

1. Below is sales details of books for the months January, February and March of an organisation "Orange Education". Use cell Reference to other sheets feature to calculate average sales of the organisation. Write the steps for the same.

Orange Education		
January		
Name of the book	Units sold	
Prime 1.1	4500	
Plus V1	10000	
PrimeV2	6000	
lprime v1	5500	
Play V1	6500	
Modular	7500	

Orange Education		
February		
Name of the book	Units sold	
Prime 1.1	3500	
Plus V1	3800	
PrimeV2	5500	
lprime v1	5500	
Play V1	7600	
Modular	5500	

Orange Education		
March		
Name of the book	Units sold	
Prime 1.1	4400	
Plus V1	6800	
PrimeV2	5500	
lprime v1	5500	
Play V1	4500	
Modular	3000	

2. The following data is from the final result sheet of an educational institution. Answer the questions given below:

Roll No.	Students Name	Eng	Hindi	Math	Science
1.	Ankit	35	37	42	41
2.	Parveen	37	49	44	46
3.	Mannat	31	46	45	45
4.	Latika	38	35	46	42
5.	Reeta	36	48	47	40
6.	Tanmay	45	46	34	45
7.	Taisha	50	45	46	47

- Write the function to calculate total of marks.
 - Increase the Total marks of each student by 2 marks. Apply the features of recording change to record those changes.
 - Add comment to display "Marks of English" in place of Eng, "Marks of Hindi" in place of Hindi, "Marks of Maths" in place of Maths, "Marks of Science" in place of Science.
 - Write the formula to calculate percentage.
3. Answer the following questions:
- What is Goal Seek?
 - Can you share a worksheet in Calc? What are the benefits of sharing a worksheet?
 - What is Scenario?
 - Which option is used to display the comment permanently?
 - Can we print comment? Write the steps to print a comment.
 - What do you understand by sorting of data?
 - What is a comment? List the steps to add a comment.
 - Define Macro.