

**PENANG SANGAM HIGH SCHOOL
P.O.BOX 44, RAKIRAKI**

LESSON NOTES 7

Year/Level: 11 Subjects: Computer Studies

Strand:	CE 1 CE 2 Application Package
Sub-strand:	CE 11.2.1 Application Software
Content Learning Outcome:	❖ Spreadsheet

Lesson Notes

Spreadsheet

Is an **electronic worksheet** used to organize and manipulate numbers and display options for What-if analysis. The intersection of row and column creates a **cell**. Most widely used spreadsheet programs are Microsoft Excel, Corel Quattro Pro and Lotus 1-2-3. A label is a word or symbol, such as hash sign (#). A number in a cell is called a **value**. *Formulas* are instruction for calculations. It is defined by the user and usually comprises of arithmetic operations (+,*,-/,) with cell references. *Functions* are prewritten formulas that perform calculations automatically. For example to perform the same addition, the function to be used in cell M7 would be =SUM(C7:K7). A **range** is a series of continuous cells. If you change one or more numbers in your spreadsheet, all related formulas will automatically recalculate and charts will be automatically adjusted. *Recalculation* is one of the most important features of spreadsheet.

Example

STUDENTS MARKS						
No.	Name	Subjects Taken			Total	Average
		Eng	Math	Comp		
1	Mere Vuki	53	43	35	131	43.667
2	Panapasa Singh	13	53	67	133	44.333
3	Rahul Prasad	55	44	77	176	58.667
4	Zakia Bi	49	34	36	119	39.667
5	Kaliopasa Cagi	76	57	57	190	63.333
6	Shika Lata	51	64	57	172	57.333
No. Sat		6	6	6	6	
No. Pass		4				
No. Fail						
Highest						
Lowest						

- i. State the name of the active worksheet.
Mid Year
- ii. Write the formula to calculate the total for Zakia in the cell F7.
 $=C7+D7+E7$
- iii. Write the formula to calculate the value of cell G4.
 $=(C4+D4+E4)/3$ OR $=F4/3$
- iv. Write the function to calculate the number pass for Maths in cell D12
 $=COUNTIF(D4:D9, ">=50")$ OR $=COUNTIF(D4:D9, ">49")$
- v. Write the formula to calculate the value of cell C13.
 $=C11 - C12$
- vi. Write a function for cell D14 to calculate the highest mark for Maths.
 $=MAX(D4:D9)$
- vii. State the name of the workbook.
Students Analysis
- viii. Write the steps needed to convert the average column to 2 decimal places.
Select the average column, click on the home tab and click on decrease decimal button once.
OR
Select the average column, right mouse click and set the decimal places to 2.

Exercise

Refer to MS Excel extract given below and answer the following questions.

Term 2 Examination Analysis 11W 2015							
Names	English	Math	Accounting	Economics	Computer	Total	
1 Chetty	78	99	66	23	99		
2 Mala	44	12	78	23	98		
3 Dayal	21	66	44	24	97		
4 Asena	67	34	78	27	96		
5 Song	33	11	88	66	100		
Highest							
Lowest							

- i. Name the active cell?
- ii. Write a **formula** to calculate the total for Chetty in cell I4.
- iii. Write a **function** to calculate the total for Chetty in cell I4.
- iv. Write a **function** to calculate the *highest* mark for English.