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B.Sc. , RHCSA, CCNA

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ICT

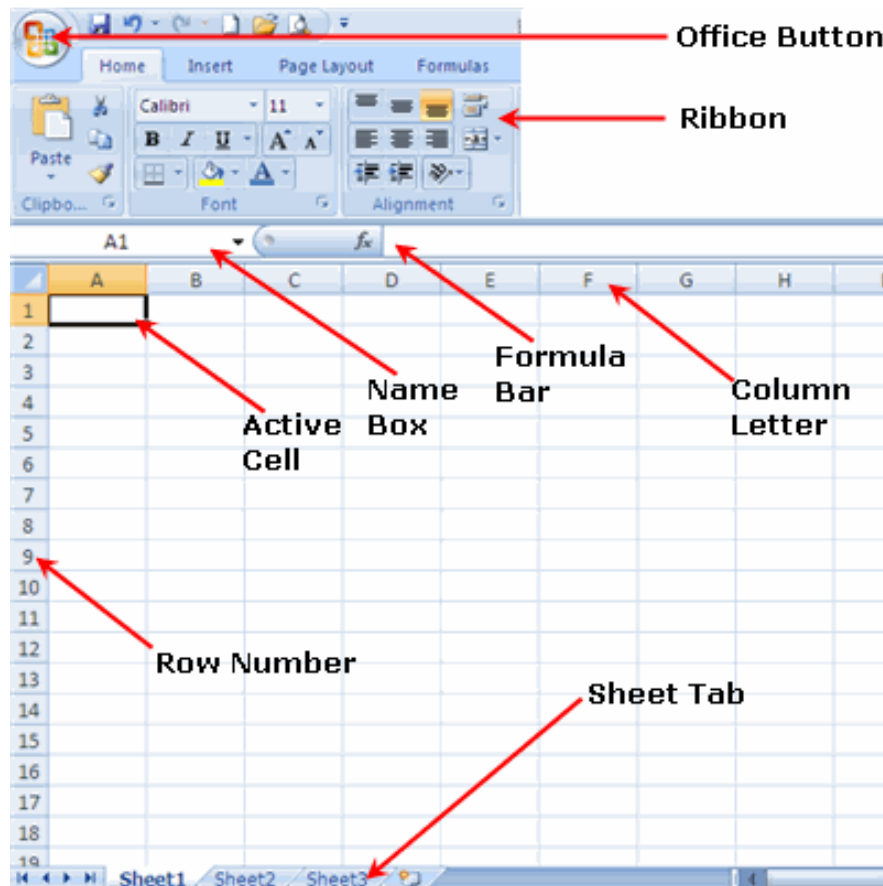
Information Communication Technology for G.C.E. Ordinary Level Examination



Excel

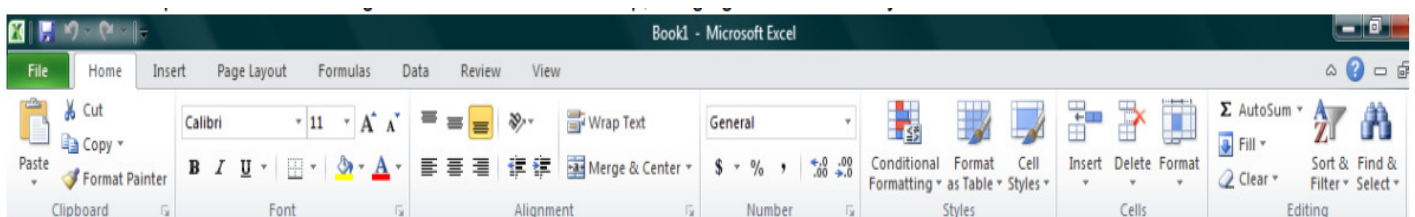


Introduction to Microsoft Office Excel Interface



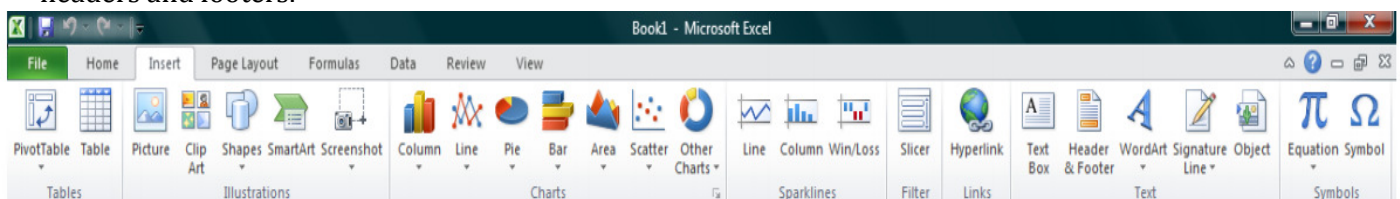
Home Tab

This is the most used tab; it incorporates all text and cell formatting features such as font and paragraph changes. The Home Tab also includes basic spreadsheet formatting elements such as text wrap, merging cells and cell style.



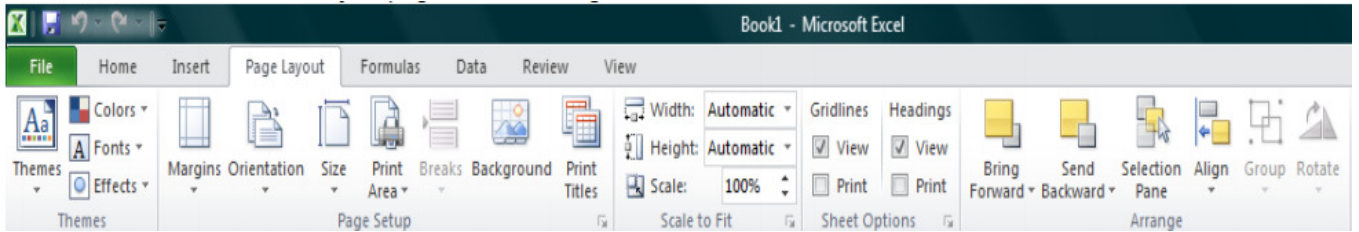
Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, and headers and footers.



Page Layout Tab

This tab has commands to adjust page such as margins, orientation and themes.



Formulas Tab

This tab has commands to use when creating Formulas. This tab holds an immense function library which can assist when creating any formula or function in your spreadsheet.

Data Tab

This tab allows you to modifying worksheets with large amounts of data by sorting and filtering as well as analyzing and grouping data

Review Tab

This tab allows you to correct spelling and grammar issues as well as set up security protections. It also provides the track changes and notes feature providing the ability to make notes and changes someone's document.

View Tab

This tab allows you to change the view of your document including freezing or splitting panes, viewing gridlines and hide cells.

Question From Microsoft Excel

Q.1) A _____ consists of a grid made from columns and rows?

- A. Cell
- B. Labels
- C. Spreadsheet
- D. Formulas

Q.2) What is not a basic part of a spreadsheet?

- A. Formula
- B. Cell
- C. Row
- D. Column

Q.3) Which of the following data can be put inside a cell?

- A. Row
- B. Column
- C. Constant

Q.4) In a spreadsheet, the _____ is defined as the horizontal space that is going across the window.

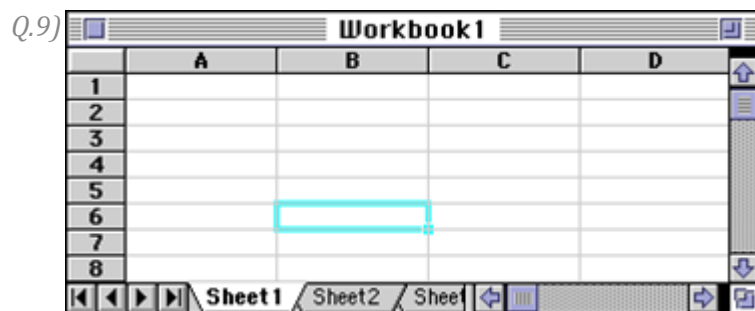
Q.5) In a spreadsheet, the _____ is defined as the vertical space that is going across the window.

Q.6) _____ are used to designate each column's location.

Q.7) _____ are used to designate each row's location.

Q.8) In a spreadsheet, the _____ is defined as the space where a specified row and column intersect.

- A. Labels
 - B. Cell
 - C. Formulas
 - D. Numbers
- Name this cell:



Q.10) All formulas must begin with what?

Q.11) _____ are entries that have equations that calculates the value to display.

- A. Labels
- B. Constants
- C. Spreadsheet
- D. Formulas

Provide the formula for the following spreadsheet: If you work for 23 hours and make \$5.36 an hour, how much do you make?

Q.12)

	A	B
1	Hours	23
2	Wage per hour	\$ 5.36
3		
4	Total Pay	\$ 123.28
5		

Q.13) The _____ function takes all of the values in each of the specified cells and totals their values

Q.14) The _____ function adds all of the indicated cells together and divides by the total number of cells.

Q.15) The two most widely used charts are the:

Q.16) Name the three basic parts of a spreadsheet?

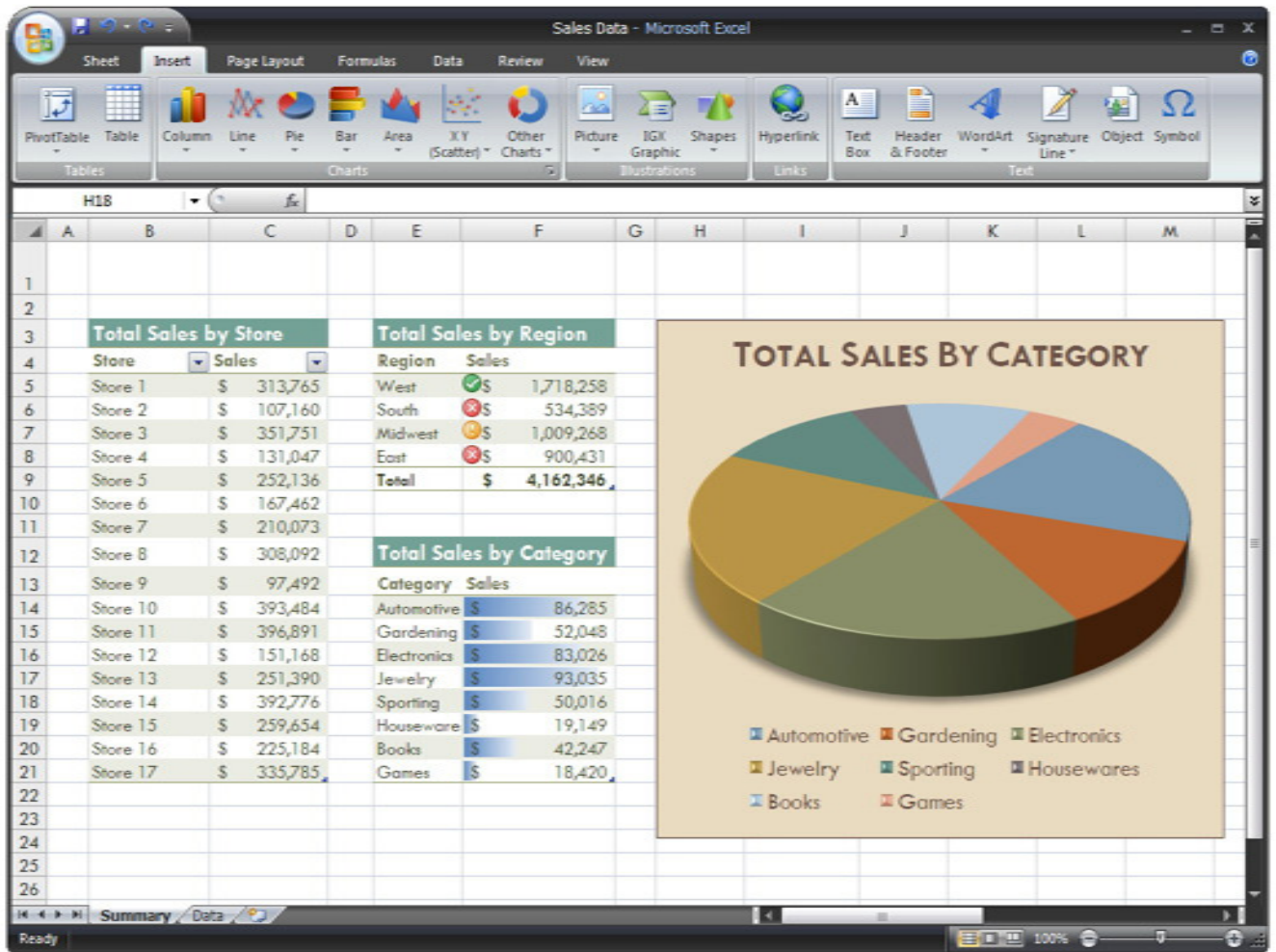
Q.17) In a spreadsheet, each cell may have three types of data in them: Name all three

Q.18) What is the symbol for multiplication?

Q.19) What is the symbol for division?

Q.20) What are the symbol for addition & subtraction?

Tutorial - 01



i. What is the type of chart displayed in the figure?

ii. Explain how the chart is inserted to the spreadsheet according to the Total Sales by Category?

iii. Name another 5 types of charts used in excel.

Tutorial - 02

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				Monthly Analysis of the Year 2007									
2				Salary Particulars - By Employee									
3		S. No.											
4		Name of Employee											
5	Earnings	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6	Basic Salary	35000	35000	35000	35000	35000	35000	35000	35000	35000	45000	45000	45000
7	Overtime	5000	2500	6000	6000	2000	3500	7500	7000	5500	8750	8000	7000
8	Arrears Payments	750	750	750	750	750	750	750	750	750			
9	Festival Advance												
10	Other Allowances	450	450	450	450	450	450	450	450	450	590	590	590
11	Marriage Allowance	500	500	500	500	500	500	500	500	500	500	500	500
12	Attendance Incentive	2000				2000				2000			
13	Total Earnings	43700	39200	42700	42700	40700	40200	44200	43700	44200	54840	54090	53090
14	Deductions												
15	Tele Phone Bills	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000
16	Electricity	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
17	Water supply	250	250	250	250	250	250	250	250	250	250	250	250
18	Loan recoveries	975	975	975	975	975	975	975	975	975	975	975	975
19	Bank Loan	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
20	Festival Advance Rec.	4750	4750				4750	4750	4750	4750	4750	4750	4750
21	Vehicle Loan	14775	14775	14775	14775	14775	14775	14775	14775	14775	14775	14775	14775
22	No pay												
23	Total Deductions	29250	29250	24500	24500	24500	29250	29250	29250	29250	29250	29250	29250
24													
25	Gross Salary	14450	9950	18200	18200	16200	10950	14950	14450	14950	25590	24840	23840
26													
27	E.P.F. 8%	1156	796	1456	1456	1296	876	1196	1156	1196	2047.2	1987.2	1907.2
28	E.T.F. 3%	433.5	298.5	546	546	486	328.5	448.5	433.5	448.5	767.7	745.2	715.2
29													
30	Nett Salary	12860.5	8855.5	16198	16198	14418	9745.5	13305.5	12860.5	13305.5	22775.1	22107.6	21217.6

i. What is the formula of cell **B13** ?

ii. How can you fill the other Total earnings?

iii. What is the formula of cell **B23** ?

iv. What is the formula of cell **B25** ?

v. What is the formula of cell **B27** ? (E.P.F. is calculated from the Basic Salary)

vi. What is the formula of cell **B28** ? (E.T.F. is calculated from the Basic Salary)

vii. What is the formula of cell **B30** ?

Tutorial - 03

	A	B	C	D	E	F	G	H	I	J	K	L	M	Formula	
1	Thurstan College - Colombo														
2	Grade	10 B													
3			Marks												
4	Index No	Name	Science	Maths	English	Sinhala	Buddhism	ICT	Total	Average	Rank	Pass / Fail	New Total		
5	8547	Lakshan	89	82	92	65	88	85	501	83.5	1	Pass	508		
6	8569	Sampath	80	76	98	68	80	88	490	81.67	4	Pass	497		
7	8638	Pradeep	67	79	97	70	79	87	479	79.83	7	Fail	486		
8	8296	Manujaya	83	73	90	72	81	85	484	80.67	6	Pass	491		
9	8469	Lakshitha	82	71	91	69	82	81	476	79.33	8	Fail	483		
10	8540	Zoysa	86	70	88	63	86	82	475	79.17	9	Fail	482		
11	8520	Anju	84	75	92	64	85	91	491	81.83	3	Pass	498		
12	8730	Srimal	81	75	93	60	89	90	488	81.33	5	Pass	495		
13	8680	Sameera	87	72	90	72	80	93	494	82.33	2	Pass	501		
14	Minimum	475		Maximum	501										
15	Common marks should be added to total			7											

A

B

C

D

F

G

E

- A - _____
- B - _____
- C - _____
- D - _____
- E - _____
- F - _____
- G - _____