

HIGHER SECONDARY MODEL EXAM 2021
Answer Key (Procedure)

1. Statistical Functions:

Procedure

Step 1: Open a spread in LibreOffice Calc.

Application Office LibreOffice Calc

Step 2: Enter the details as given.

Step 3: Enter as “No.of cells containing numbers only” in cell A3 and give the formula as
=COUNT(A1:E2) in cell H3

Step 4: Enter as “No.of cells containing any value” in cell A4 and give the formula as
=COUNTA(A1:E2) in cell H4.

Step 5: Enter as “No.of cells containing values >2000” in cell A5 and give the formula as
=COUNTIF(A1:E2, “>2000”) in cell H5

Step 6: Enter as “No.of Blank Cells in the table” in cell A6 and give the formula as
=COUNTBLANK(A1:E2) in cell H6.

Step 7: Save the file: File Save

Output: a) Numbers Only = 4, b) Any Value = 8 c) >2000 = 1, d) Blank Cells = 2

2. Mathematical Functions: SUM and SUMIF

Procedure:

Step 1: Open a spread in LibreOffice Calc.

Application Office LibreOffice Calc

Step 2: Enter the column headings as follows

Employee Name	Designation	Monthly salary
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Step 3: Enter the details of employee from the second row onwards.

Step 4: Enter as “Total Salary” in Cell A7 and give the formula =SUM(C2:C6) in C7.

Step 5: Enter as “Monthly Salary of Clerks” in cell A8 and give the formula
=SUMIF(B2:B6, “Clerk”, C2:C6) in C8.

Step 6: Save the file: File Save

Output: a) Total Monthly Salary = 277,000 b) Total monthly salary of Clerks = 117,000

3. Payroll Statement

Step 1 Open a new file in LibreOffice Calc

Application Office LibreOffice Calc

Step 2 Enter the column heading and other given details as shown below:

	A	B	C	D	E	F	G	H	I
1	Name	Basic Pay	DA	HRA	Gross Pay	LIC	TDS	Total Deductions	Net Pay
2	GAYATHRI	44000				1400			
3	ASWATHI	42000				1100			
4	JASIM	39000				0			
5	AMEENA	50000				1000			
6	ASRAYA	45000				750			

Step 3. Calculate DA, HRA , Gross pay ,TDS, Total deduction and Net Pay of first employee by giving suitable formulae as shown below:

Cell	Formula
C2	=B2* 22%
D2	=B2*8%
E2	=SUM(B2:D2)
G2	= B2*8%
H2	=SUM(F2:G2)
I2	=E2-H2

Step 4. Fill down the calculations to remaining employees

Step 5. Save the work sheet: File Save

Output:

Name	Net Pay
GAYATHRI	52280
ASWATHI	50140
JASIM	47580
AMEENA	60000
ASRAYA	54150

4. Bar Chart

Procedure:

Step 1 Open a new file in LibreOffice Calc

Application Office LibreOffice Calc

Step 2 Enter the column heading and values as given below

Year	Laptop	Mobile Phone
2016	22000	45000
2017	35000	88000
2018	25000	92000
2019	48000	73000

Step 3: Select the data from A1 to C5

Click on **Insert Chart**

Choose Chart Type from chart wizard: **Bar**

Click on Data range: Click on Data series in column, check mark on **first row as label** and **first column as label**.

Click on chart element and give Chart title : **Sales Report**

X axis : **Year**

Y axis : **Sales**

Display legend : **Right**

Click on **Finish**.

Step 4 Save the file: File → Save

OUTPUT: Bar Chart Displayed

5. Profit & Loss Account and Balance Sheet – GNUKhata

Procedure:

Step 1: Start GNUKhata

Application Office GNUKhata

Step 2: Create Organisation

Click on **Create Organisation** tab and enter the details like Organisation Name, Case, Organisation type, Financial year and Select Accounts only and click on Proceed.

Step 3: Create Admin

Enter User name, Password, Security Question and click Create & Login

Step 4: Create Ledgers accounts as follows: Master Create Accounts

Account Name	Group	Sub-Group
Cash	Current Assets	Cash
Capital	Capital	
Bank	Current Assets	Bank
Furniture	Fixed Assets	Furniture
Purchases	Direct Expenses	
Sales	Direct Incomes	
Femina	Current Assets	Sundry Debtors
Salary	Indirect Expenses	

Step 5: Voucher Entry

Click on Voucher tab and select appropriate voucher type.

Date	Transaction	Voucher Type	Debit	Credit	Amount
01.02.2021	Capital introduced	Receipt	Cash	Capital	200000
02.02.2021	Paid into Bank	Contra	Bank	Cash	50000
03.02.2021	Furniture Purchased	Payment	Furniture	Cash	40000
04.02.2021	Goods Purchased	Purchase	Purchase	Cash	35000
05.02.2021	Sold goods	Sales	Cash	Sales	48000
06.02.2021	Sold goods to Femina	Sales	Femina	Sales	10000
28.02.2021	Paid Salary	Payment	Salary	Cash	5000

Step 6: Display Profit and loss A/c

Report Profit & loss

Step 7: Display Balance Sheet

Report → Balance Sheet

OUTPUT: Net Profit Rs. 18000, Balance Sheet Total Rs. 218,000

6. Table Preparation in LibreOffice Base

Procedure:

Step 1: Open a new database

Application Office LibreOffice Base

Step 2 : Enter the name of file and click on Save.

Step 3 : Click on **Create Table in Design view**

Step 4 : Enter the Field Name and select Field Types as follows

Field Name	Field Type
Emp_ID	Number
Emp_Name	Text
Exmp_Sex	Text
Emp_BP	Number

Step 5 : Set Primary Key

Right Click on the Blank column left to the field Emp_ID

Select Primary Key from the popup window.

Step 6 : Save the table with the name EMPLOYEE DETAILS

Step 7 : Enter the details of employees in the table.

OUTPUT:

EMP_ID	EMP_NAME	EMP_SEX	EMP_BP
101	TILNA	Female	63000
102	SRUTHI	Female	56000
103	ABHIRAMI	Female	38000
104	NADIR	Male	51000

Prepared by: Ajith Kanthi Wayanad