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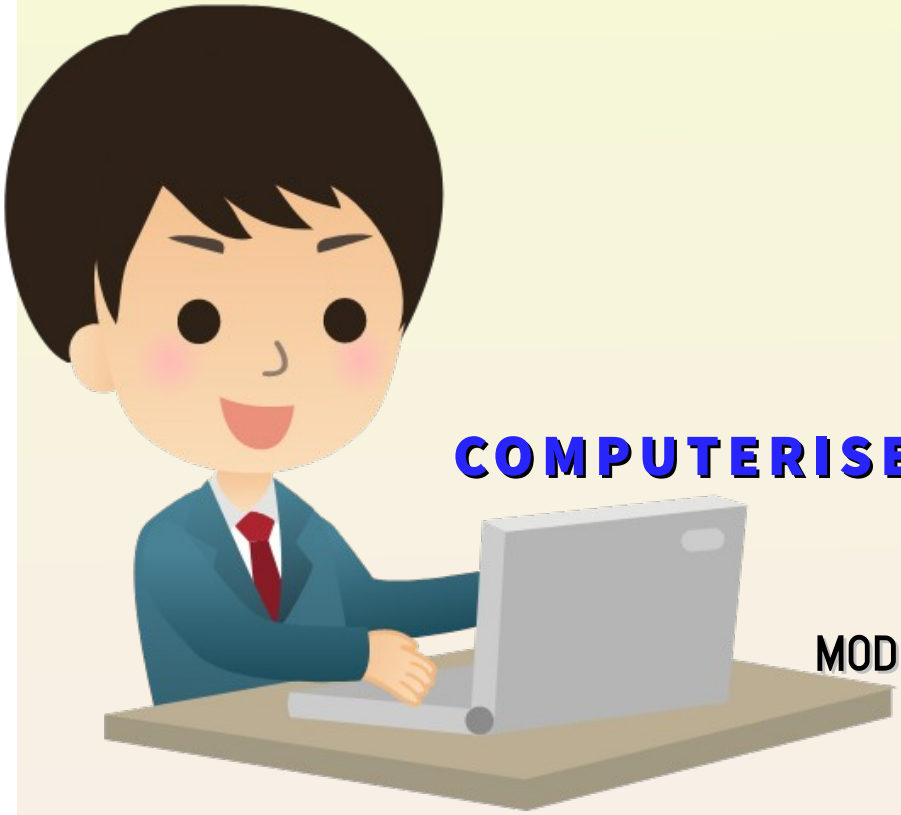

COMPUTERISED ACCOUNTING

Class - 12

MODEL PRACTICALS
2022-2023

PART – A

(Solved procedures of selected questions to be written in Practical Logbook)

Prepared by
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ALAPPUZHA DISTRICT

SUM
SUM IF
COUNT
LOOK UP
IF

ONE VARIABLE TABLE

PIVOT TABLE
MINIMUM
MAXIMUM
AVERAGE
CONCATENATE

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PRACTICAL - 1

Spreadsheet – Use of SUM, SUMIF, Lookup functions

Given below is a table showing the Name, Designation and Monthly Salary paid for different employees in Royal Agencies for the month of July 2022.

Name of Employee	Designation	Monthly Salary (₹)
Anilkumar.G	CEO	150000
Prakash P.N	AO	100000
Sreekumar P.R	FM	50000
Binoy George	MM	40000
Ajith P.P	FM	45000
Sirajudeen	FM	40000

Based on the above details, find solutions to the following by using LibreOffice Calc .

a. The Total of monthly salary by naming the concerned range as **Total_Salary**

b. The total monthly salary paid to the FM (Finance Manager) in the firm.

c. The Name of employee with monthly salary of Rs.50,000 by using **LOOKUP** Function.

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AIM

To prepare solutions to the given question by using LibreOffice Calc spreadsheet.

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2: Enter table headings – **Employee Name** in cell A1, **Designation** in cell B1 and **Monthly Salary** in cell C1.

	A	B	C
1	Employee Name	Designation	Monthly Salary
2			

Step 3: Enter employee name in the range A2:A7 , Department name in the range B2:B7 and Salary amount in the range C2:C7.

	A	B	C
1	**Employee Name**	**Designation**	**Monthly Salary**
2	ANILKUMAR.G	CEO	150000
3	PRAKASH P.N	AO	100000
4	SREEKUMAR P.R	FM	50000
5	BINOY GEORGE	MM	40000
6	AJITH P.P	FM	45000
7	SIRAJUDEEN	FM	40000

Step 4: Select the range C2:C7 and then click on Define range under Data menu and enter the range name as "**TOTAL_SALARY**" and then click on **OK** button.

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Step 5: Enter the following Text in respective cells as shown below:

Cell Name	Description to be entered
A10	Total Monthly Salary
A11	Total Monthly Salary paid to the Finance Manager (FM) in the firm
A12	Name of employee with monthly salary of ₹.50000/-

Step 6 : Calculate total monthly salary in cell B10 by using the formula

=SUM(TOTAL_SALARY)

Step 7 : Calculate the monthly salary paid to FM in the cell B11 by the formula

=SUMIF(B2:B7,"FM",TOTAL_SALARY)

Step 8 : Find the employee with monthly salary of ₹ 50,000 in the cell B12 by the following formula:

=LOOKUP(50000,TOTAL_SALARY,A2:A7)

OUTPUT

	A	B
9		
10	Total monthly salary	425000
11	Total monthly salary paid to FM	135000
12	Name of employee with monthly salary 50000	SREEKUMAR P.R

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PRACTICAL – 2

Spreadsheet – Use of IF function

Dipin Antony obtained the following scores out of 100 in the Higher secondary examination March 2022.

SUBJECT	SCORES
ENGLISH	82
HINDI	99
BUSINESS STUDIES	78
ACCOUNTANCY	57
ECONOMICS	47
COMPUTER APPLICATION	29

Convert the above Scores into Grades for each subject using the following criteria by using IF function.

SCORES	GRADES
90 - 100	A+
80 - 89	A
70 - 79	B+
60 - 69	B
50 - 59	C+
40 - 49	C
30 - 39	D+
20 - 29	D
Below 20	E

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AIM

To convert the score obtained by Dipin Antony into grades.

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter the Labels – **SUBJECT**, **SCORE** AND **GRADE** in the cells A1, B1 and C1 respectively.

Step 3 : Enter the name of subjects and the scores obtained under the respective labels.

Step 4 : Enter the following formula in the cell C2 under the Label "**GRADE**".

=IF(B2>=90,"A+",IF(B2>=80,"A",IF(B2>=70,"B+",IF(B2>=60,"B",IF(B2>=50,"C+",IF(B2>=40,"C",IF(B2>=30,"D+",IF(B2>=20,"D","E")))))))

Drag and copy the formula up to cell **C7** to get the grades of all subjects.

OUTPUT

	A	B	C
1	**SUBJECT**	**SCORE**	**GRADE**
2	ENGLISH	82	**A**
3	HINDI	99	**A+**
4	BUSINESS STUDIES	78	**B+**
5	ACCOUNTANCY	57	**C+**
6	ECONOMICS	47	**C**
7	COMPUTER APPLICATION	29	**D**

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PRACTICAL – 3

Spreadsheet – Use of COUNT function

Consider the following table:

	A	B	C	D	E	F	G	H	I	J
1	390	651			856	765	STOCK	192	CASH	1032
2	342	9899	658	456	765	398	155T	DRS	CRS	INVESTMENT

Answer the following questions using appropriate functions:

1. How many cells contain Numbers only.
2. Count the number of cells contain any value.
3. Count the number of cells containing the value exceeding 1000.
4. Count the number of cells which are blank

AIM

To find solutions to above questions by using COUNT function

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

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Step 2: Enter the given details in the spreadsheet as shown below:

	A	B	C	D	E	F	G	H	I	J
1	390	651			856	765	STOCK	192	CASH	1032
2	342	9899	658	456	765	398	155T	DRS	CRS	INVESTMENT

Step 3: Enter the following Text and Formulas in the cells as in the below table

Cell Name	Text / Formula to be entered
B7	No. of cells containing numbers only
F7	=COUNT(A1:J2)
B8	No. of cells containing any data
F8	=COUNTA(A1:J2)
B9	No. of cells containing the value exceeding 1000
F9	=COUNTIF(A1:J2,">1000")
B10	No. of empty cells
F10	=COUNTBLANK(A1:J2)

OUTPUT

	A	B	C	D	E	F
7		No. of cells containing numbers only				12
8		No. of cells containing any data				18
9		No. of cells containing the value exceeding 1000				2
10		No. of empty cells				2

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PRACTICAL – 4

Spreadsheet – Preparation of Pivot Table

From the following information, create a Pivot Table to give country wise sales of the products.

Sl. No.	Products	Sales Volume (In Rs.)	Country
1	SQUID	25000	CHINA
2	PRAWN	20000	AMERICA
3	CLOVE	30000	ENGLAND
4	SQUID	50000	CHINA
5	PRAWN	40000	AMERICA
6	CLOVE	15000	ENGLAND

AIM

To prepare a Pivot Table with the given information by using LibreOffice Calc spreadsheet.

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter table headings (Labels) –

Sl. No. in cell A1, **Products** in cell B1, **Sales Volume (Rs)** in cell C1 & **Country** in cell D1.

Step 3 : Enter Serial Numbers in the range from **A2 to A7** , Product name in the range from **B2 to B7,** Sales volume in the range from **C2 to C7** and Country name from **D2 to C7.**

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	A	B	C	D
1	Sl No	Products	Sales Volume (Rs)	Country
2	1	SQUID	25000	CHINA
3	2	PRAWN	20000	AMERICA
4	3	CLOVE	30000	ENGLAND
5	4	SQUID	50000	CHINA
6	5	PRAWN	40000	AMERICA
7	6	CLOVE	15000	ENGLAND

Step 4 : Select the range **A1:D7** to create a Pivot Table. Then Go to **Data →Pivot Table → Create.** A window named **Select source** appears. Here select **Current selection** and click **OK** button.

Step 5 : In the **Pivot Table Layout** window, drag fields for the Pivot Table from the **Available fields** as follows:

Drag and drop **Products** field from **Available fields** to **Row fields**

Drag and drop **Country** field from **Available fields** to **Column fields**

Drag and drop **Sales Volume (Rs)** field from **Available fields** to **Data fields** and click on **OK** button.

OUTPUT

	A	B	C	D	E
1	Sum - Sales Volume (Rs)	Data			
2	Products	AMERICA	CHINA	ENGLAND	Total Result
3	CLOVE			45000	45000
4	PRAWN	60000			60000
5	SQUID		75000		75000
6	Total Result	60000	75000	45000	180000

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PRACTICAL – 5

Spreadsheet – Use of Minimum, Maximum, Average and Concatenate functions

A. Following are the scores obtained by some students in a competitive examination. Find out the Highest, Lowest and Average scores using appropriate function in spreadsheet.

	A	B	C	D	E	F	G	H
1	Name	ARUN	BIBIN	CINI	DENNY	EBIN	FABIN	GEO
2	Scores	150	180	410	480	260	161	515

B. From the data given below, fill the Address in cell F2 using CONCATENATE Function.

	A	B	C	D	E
1	Name	House Name	Place	Post	PIN
2	RAJEEV	Pulari	Karimulackal	Charummood	690505

AIM

To find solutions to Part A and B of above question by using Minimum, Maximum, Average and Concatenate functions in LibreOffice Calc spreadsheet.

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PROCEDURE

A.

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter the title, **Name** in A1cell and the title **Score** in cell A2. Then enter name of students from B1 to H1 and Scores from B2 to H2 as given in question.

	A	B	C	D	E	F	G	H
1	**NAME**	ARUN	BIBIN	CINI	DENNY	EBIN	FABIN	GEO
2	**SCORE**	150	180	410	480	260	161	515

Step 3 : Calculate the **HIGHEST** Score in cell **C5** by the formula

=MAX(B2:H2)

Step 4 : Find the **LOWEST** rank in cell **C6** by the formula

=MIN(B2:H2)

Step 5 : Find the **AVERAGE** mark in cell **C7** by the formula

=AVERAGE(B2:H2)

B.

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

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Step 2 : Enter the titles- Name, House Name, Place, Post, PIN and Address from cells A11 to F11. Then enter details in respective fields except in Address column.

House Name	Place	Post	PIN	Address
Pulari	Karimulackal	Charummood	690505	

Step 3 : To fill address, enter the following formula in the cell F12 :

=CONCATENATE(A12," ",B12," ",C12," ",D12," ",E12)

OUTPUT - 1

	A	B	C
4			
5		Highest Score	515
6		Lowest Score	150
7		Average Score	308

OUTPUT - 2

	A	B	C	D	E	F
11	Name	House Name	Place	Post	PIN	Address
12	Rajeev	Pulari	Karimulackal	Charummood	690505	Rajeev Pulari Karimulackal Charummood 690505

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PRACTICAL – 6

Spreadsheet – Use of One Variable Table

Consider the following information.

Loan Amount- Rs.3,00,000

No. of payments – 48 months

Annual rate of interest – 10%

Prepare a One variable table showing the repayment of the above loan in different number of payments such as 12 months, 24 months, 36 months, 48 months, 60 months and 72 months. Use PMT Function.

AIM

To prepare a One variable table showing repayment of loan in different number of payments using PMT function.

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter labels such as **Loan amount**, **Rate**, **No of payment (NPER)** in the cells A1, A2 and A3 respectively. Also enter corresponding values such as 300000, 10% and 48 in the cells B1, B2 and B3.

Step 3 : Enter the following formula in cell B6

=PMT(B2/12,B3,B1)

It will return the value **- ₹ 7608.78**

Step 4 : Enter No. of months such as **12,24,36,48,60,72** from cell A8 to A13.

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Step 5 : Select the range A8:B13. Click on **Data Menu** then Click on **Multiple Operations.** Set values in the dialogue box as below :

Click on **OK** button.

OUTPUT

	A	B	C
1	Loan Amount	300000	
2	Rate	10.00%	
3	NPER	48	
4			
5			
6		-₹7,608.78	
7			
8		12	-26374.77
9		24	-13843.48
10		36	-9680.16
11		48	-7608.78
12		60	-6374.11
13		72	-5557.75

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