ICT PRACTICAL WORKSHEET - STD VIII

Worksheet No	7.1
Name of Chapter	Data Analysis on a Computer
Name of Activity	Spreadsheet Basics and Calculations
Software Used	LibreOffice Calc
Time	80 Minutes

Order of Events

Opening LibreOffice Calc	Open LibreOffice Calc from applications menu.
Creating Income-Expense Table	Create a table with columns: Month, Income, Expenses (Groceries, Utilities, Education, etc.) for 3 months.
Formatting the Table	- Merge cells for title - Apply borders and colors - Adjust column widths - Center align headings
Using SUM Function	Calculate: - Total monthly expenses using **SUM** - Monthly savings (Income - Expenses)
Using AVERAGE Function	Find: - Average monthly income - Average monthly expenses - Average savings
Using Fill Handle	Copy formulas to other cells using **Fill Handle**.
Removing Decimal Places	Use **Delete Decimal Place** to show whole numbers.
Saving the File	Save as **Family_Accounts.ods**

ICT PRACTICAL WORKSHEET - STD VIII

Worksheet No	7.2
Name of Chapter	Data Analysis on a Computer
Name of Activity	Data Analysis and Visualization
Software Used	LibreOffice Calc
Time	80 Minutes

Order of Events

Opening Previous File	Open Family_Accounts.ods
Sorting Data	Sort expense categories in **Descending order** based on average spending.
Advanced Formatting	- Apply different colors to income/expense rows

Opening Previous File	Open Family_Accounts.ods
	- Ensure professional table layout
Creating Column Chart	- Select expense data - **Insert → Chart → Column** - Add titles: "Monthly Expenses", "Categories", "Amount (₹)"
Creating Pie Chart	- Select expense categories and totals - **Insert → Chart → Pie** - Show percentage distribution
Moving and Resizing Charts	Place charts below the table for clear presentation.
Data Analysis	Write 3 conclusions based on charts and sorted data.
Final Save	Save as **Complete_Analysis.ods**