

c. Formatting Cells and sheet of spreadsheets:
Set Cell Type, Set Fonts, Text options.

XI Precautions

Handle computer system with care.

XII Actual procedure followed

Completed behind.

XIII Resources used (with major specifications)

Computer system any desktop or laptop with
Office Software package MS office or any other software.

XIV Precautions followed

1. Use appropriate formulas on desirable cell.
2. Take care to balance opening and closing brackets when using computer formula.

XV Observations and Calculations

- Not Applicable -

XVI Results

Thus we came to know more knowledge about formula used in excel.

XVII Interpretation of Results

Learned step-by-step about formulas for easy and hassle free work.

XVIII Conclusions and Recommendations

Formulas in excel sheets are used by companies and institutes to manage work easily.

XIX Practical Related Questions

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

1. Differentiate absolute and relative cell addressing.
2. Write steps to split the cell content in multiple lines when the contents are bigger than column width?
3. Write procedure to insert three columns between columns D and E.

XX Exercise

Note: Below given are few sample questions for reference. Teachers must design more such questions so as to ensure the achievement of identified CO.

- a. Create a worksheet, enter 10 different values in different cells and perform addition of them.
- b. Create a worksheet and assign various data type from available menu.

XXI References / Suggestions for further Reading

- <https://www.gcfllearnfree.org/excel2007/working-with-worksheets/1/>
- <https://www.makeuseof.com/tag/excel-worksheet-tabs/>

XXII Assessment Scheme

Performance indicators		Weightage
Process related (10 Marks)		40 %
a.	Tool Selection Ability.	20%
b.	Use of Appropriate tool to perform the identified task(s)	20%
Product related (15 Marks)		60 %
a.	Performed/completed the identified task(s)	20%
b.	Correctness of output achieved	20%
c.	Completed the practical in stipulated time	10%
d.	Correctness of question asked	10%
Total (25 Marks)		100 %

List of Student Team Members

1.
2.
3.
4.

Marks Obtained			Dated signature of Teacher
Process Related(10)	Product Related(15)	Total(25)	

* Actual Procedure Followed (Space for Answer)

I work with Formula :-

- (a) Select the cell to enter the Formula in.
- (b) Type an equal sign in the cell to begin formula.
- (c) Type an open parenthesis if necessary.
- (d) Create a cell reference.
- (e) Enter a mathematical, comparison, text, or reference.
- (f) Close parenthesis for each open parenthesis.

- Alternate way is follows.
- (a) click the relevant button provided to insert Function.
- (b) Select a function from a category.
- (c) Refer cells to enter necessary arguments.
- (d) click OK.

3. Writing IF functions:

- (a) Type =if
- (b) Add open brackets
- (c) Type the conditional statement followed by a comma
- (d) Type the value / formula if the condition written in the conditional statement is satisfied, followed by a comma.
- (e) Type the value / formula if the condition written in the conditional statement is unsatisfied.
- (f) Close the brackets.
- (g) Press Enter key.

Practical Related Questions.

1. Differentiate absolute and relative cell addressing.

Answer. Absolute Cell

Relative Cell

- a) An absolute cell reference is a cell that has a symbol (\$). All cell reference are relative references when copied across multiple cells.
- b) Excel assumes it is a relative reference unless you change it to Absolute reference. Example:- If you want to copy formula $- A_1 + B_1$ from row₁ to row₂ formula will become $- A_2 + B_2$.

2. Write steps to split the cell content in multiple lines when the contents are bigger than column width?

- Answer i) Select the cells where the content should appear.
- ii) Enter the first line of the data.
- iii) Press ALT + Enter.
- iv) Press enter the second line.
- v) Press ALT + Enter if there are any more additional lines to add.

3. Write procedure to insert three columns between columns D and E.

- Step 1.) Firstly create a long gap between D and E.
- Step 2.) Then right click a drop down menu will appear.
- Step 3.) Click insert button there, and click column insert then column will get add.

SALES FOR HALF YEAR							
SR.NO	NAME OF PERSON	JAN	FEB	MAR	APR	MAY	JUNE
1	ABC	100	120	122	123	124	354
2	DEF	123	234	343	324	245	244
3	HIJ	199	456	567	757	223	765
4	KLM	234	199	456	199	654	654
5	NOP	234	654	563	456	346	234
6	QRS	469	456	678	345	356	567
7	TUV	345	475	567	234	467	543
8	WXY	244	356	567	234	203	457
9	RAJ	234	345	456	456	543	345
10	KRISH	234	123	975	454	564	456