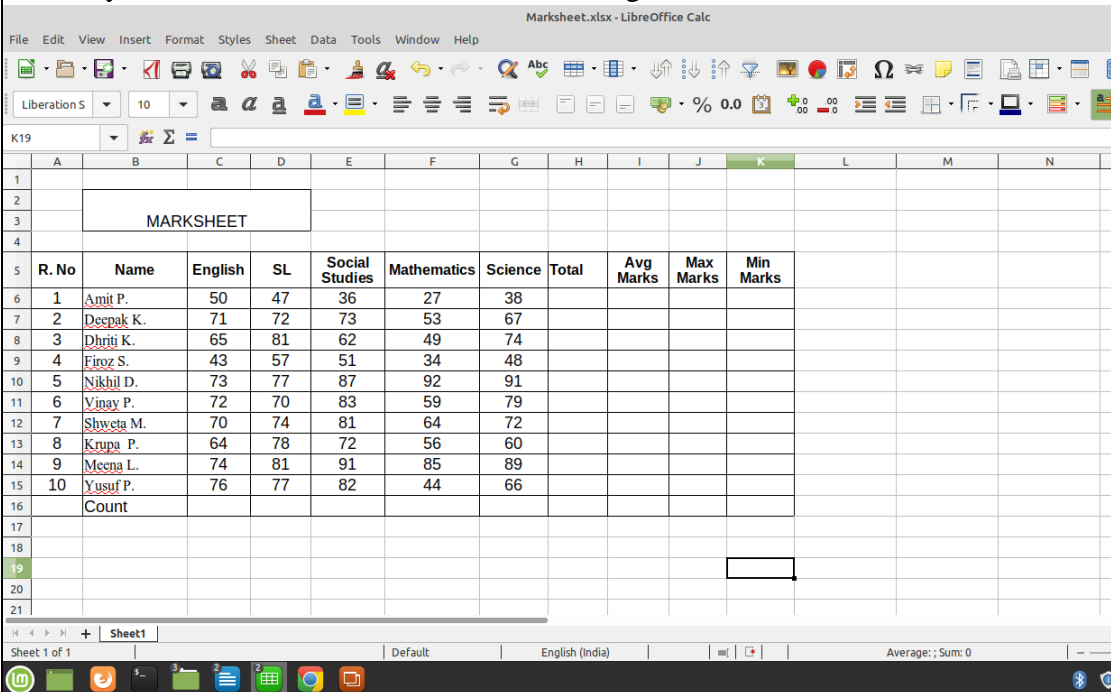


New Era High School, Panchgani

Assignment 3

Class VII

Subject	Information and Technology
UNIT	Microsoft Excel
Time Line	3 rd week (11 th May to 16 th May, 2020)
TOPIC	<p style="text-align: center;">Excel Mark sheet</p> <ul style="list-style-type: none"> Creating a worksheet Adding text (data) Calculation e.g. total, average, maximum, Minimum and count
Objective	<ul style="list-style-type: none"> Open Excel sheet Create a mark sheet Insert data Use inbuilt function Save the worksheet
Learning Outcomes	<ul style="list-style-type: none"> Is able to open and create a Microsoft excel worksheet Is able to insert data as given Is able to calculate using different functions Is able to save the file.
Activity	<p>Activity 1. 1. create a Microsoft excel sheet as given below:</p> 

	<ol style="list-style-type: none"> 1. open a new worksheet in excel. 2. Enter the data as mentioned in the above sheet. 3. Calculate the total marks of all 10 students in H column e.g. =sum(c6:g6) 4. Calculate the average marks of all 10 students in I column e.g. =Average(c6:g6) 5. Calculate the Maximum marks of all 10 students in J column e.g. =Max(c6:g6) 6. Calculate the Minimum marks of all 10 students in H column e.g. =min(c6:g6) 7. Calculate the no of student using the count function e.g. =count (c6:c15) 8. Insert border for the worksheet. (You can use different font colours.) 9. Save your file using your class name followed by your name and assignment number Eg: class7sweta assignment-3
<p>Submissi on</p>	<p>Students should complete the Assignment mentioned in the Activity and submit it by 16th May, 2020. Kindly send your project by mail.</p> <p>email ID- cmame98@gmail.com</p> <p>For any queries you may contact me on my mail. Print the hard copy of the file and submit it as and when you report to the school. Please note the above activities are part of your Internal Assessment and is mandatory.</p>
<p>Resource s</p>	<p>Microsoft Excel, google search.</p> <p>https://www.youtube.com/watch?v=rwbho0CgEAE</p> <p>Excel basic tutorial</p> <p>https://www.youtube.com/watch?v=DsZ7lsTaAYo</p> <p>simple formulas and functions in an Excel</p>
<p>Questions</p>	<ol style="list-style-type: none"> 1. Write the steps how you started Microsoft Excel. 2. Which function is used to calculate the total of each student? 3. Which function is used to calculate the Average of each student? 4. Which function is used to calculate the highest marks of each student? 5. Which function is used to calculate the lowest marks of each student?

	6. Which menu helps to save your file in Excel?
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Subject Teacher: Ms. Chaya Mane.
