



**INDIAN SCHOOL MUSCAT**  
**SENIOR SECTION**  
**INFORMATION TECHNOLOGY**  
**CLASS XI (2018-19)**  
**Topic : OFFICE AUTOMATION TOOLS**  
**OPEN OFFICE CALC**  
**LAB- WORKSHEET-1**

**Write the steps to do the following:**

1. Open a new spreadsheet in Open Office Calc and save it as InternetHours

The following table records the number of hours each student uses Internet in a week:

| Name      | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------|--------|---------|-----------|----------|--------|----------|--------|
| Anil      | 2      | 1       | 3         | 4        | 3      | 3        | 1      |
| Binoy     | 2      | 3       | 2         | 3        | 2      | 3        | 2      |
| Sudeesh   | 3      | 0       | 3         | 0        | 3      | 0        | 3      |
| Sreekanth | 1      | 1       | 1         | 1        | 1      | 1        | 1      |
| Simi      | 2      | 2       | 2         | 2        | 2      | 2        | 2      |
| Vinitha   | 1      | 1       | 1         | 1        | 1      | 1        | 1      |
| Vinod     | 0      | 1       | 0         | 1        | 0      | 1        | 0      |

- a) Type data into your spreadsheet.
- b) Add another column titled "SINo:" to the left of name column. Fill the number in SINo column using auto fill feature.
- c) Add another column titled "Total hours per user". Using an appropriate formula, calculate the total hours each student used in the week.
- d) Add another column titled "Average hours used in a week". Using an appropriate formula, calculate the average hours each student used in a week. The hours should be rounded to 1 decimal place.
- e) Below the last student, add a row titled "Total hours per day". Using an appropriate formula, calculate the total hours used each day of the week.
- f) Add another row titled "Minimum hours used". Using an appropriate formula, find the minimum number of hours used for each of the days.
- g) Add another row titled "Maximum hours used". Using an appropriate formula, find the maximum number of hours used for each of the days.
- h) Select the cell wherever 0 is typed and put red colour for that cell
- i) Count the number of students using the count() function.
- j) Add a title "INTERNET USAGE" to your spreadsheet.
- k) Save the spreadsheet with appropriate name.