



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.