INFORMATION TECHNOLOGY (802)
OPENOFFICE 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 "SlNo:"to the left of name column. Fill the number in SlNo 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.