

INDIAN SCHOOL MUSCAT CLASS: XI SENIOR SECTION -2020-21 DEPARTMENT OF COMPUTER SCIENCE



INFORMATION TECHNOLOGY (802) OPENOFFICE CALC <u>LAB – WORKSHEET-3</u>

Create the table as shown below in Calc:

C11 → 🕉 Σ =								
	A	B C D		E				
1		Equ	Equipment Rentals					
2		Canoes	Boats	Motor				
3	Jan	12	23	47				
4	Feb	9	31	54				
5	Mar	14	27	56				
6	Apr	17	28	48				
7	May	13	19	39				
8	Jun	8	27	52				
9								

- 1) Write the steps to create a Column chart, Bar chart, Line chart, Scatter chart and Pie chart.
- 2) Create the following table and use absolute cell addressing as shown below.

					% \$2		101
M	✓ ³ / ₃ × × <=C6	5*\$G\$4					
A	В	С	D	E	F	G	H ,
	ACME COMPANY	WAGE	BILL				
	Employee	Hours	Earnings		Hourly wage:	£7.65	
5	Jane Brookstairs	30	=C6* <mark>\$G\$4</mark>				
7	Tony Banana	47					
3	Sledge Cotrill	28					
Ð	Sara Smithers	32					
0	Victor Sandcastle	38					
1	Devan Fastbucket	10					
2	TOTAL:						Exit full screen

3) Create the multiplication table using mixed cell addressing as shown below:

	Cilbooar	u vi		ront 🤎			Aligi	imeni		Number		
	B4 √ (> <i>f</i> _x =\$A4*B\$3											
	А	В	С	D	E	F	G	Н	I.	J	K	
1			MULTI	PLICATION	TABLE							
2												
3		1	2	3	4	5						
4	1	1	2	3	4	5						
5	2	2	4	6	8	10						
6	3	3	6	9	12	15						
7	4	4	8	12	16	20						
8	5	5	10	15	20	25						
9												
10												
11												