

**INFORMATION TECHNOLOGY 402  
SPREADSHEET PRACTICAL QUESTIONS**

NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_ SEC: \_\_\_\_\_

**Q1. Write the functions or formulas for the following:**

IT TEST SCORE CARD						
ROLL NO.	NAME	PRACTICAL	THEORY	TOTAL	TOTAL %	GRADE
1	VEENA	8	6			
2	AASHISH	6	8			
3	SURBHI	7	9			
4	HARRY	9	8			
5	SHUBH	8	9			
MAX MARKS						
PRACTICAL	10					
THEORY	10					

- Find the total of each student.
- Calculate the total percentage of each student.
- Find the grade of each student by keeping simple rule in view i.e., students scored below 85% must get B+ while those above this baseline must be given as A+.
- Also find the maximum marks and calculate the average marks of both practical and theory.
- Count the number of students.

**Q2. Write the functions/formulas for the following questions:**

	A	B	C	D	E	F	G
1	XYZ COMPANY						
2	Item Code	Item	Price	Quantity	Gross Amount	GST (8%)	Net Amount
3	1111	A	59	8			
4	2589	B	69	9			
5	9513	C	98	6			
6	9874	D	63	3			
7	369D	E	25	5			
8	958Y	F	96	11			
9	985T	G	36	9			
10			TOTAL				

- Write the address of active cell
- Find the gross amount of 985T code (Price \* Quantity).
- Find GST of item code 1111.
- Find the Total Bill amount in G10.
- Count the number of items in A11.

**Q3. Write the functions/formulas for the following questions:**

- Find the total:
- Count the no. of flight
- Find the maximum fare of the flight
- Find the minimum flight fares.
- Find the average of total amount.

Flight no.	Base fare	Tax	Total
S2-112	130	2300	
9W-325	490	2190	
AI-778	395	2250	
IT-118	660	4000	
SG-894a	295	3040	

**Q4. Write the functions or formulas for the following table:**

Emp ID	Name	Salary	DA	TA	HRA	Total Salary
10488149	Ayush	11500				
10488167	Simran	9600				
10488151	Geetli	10700				
10488142	Mitali	12750				
10488157	Arush	11050				

- Calculate the DA of all the employees as 10% of their salary.
- Calculate the TA of all the employees as 15% of their salary.
- Calculate the HRA of all the employees as 25% their Salary.
- Calculate the Total Salary as DA+TA+HRA.
- Find the maximum, minimum, and average salaries being dispensed by this company.
- Employee getting the salary less than 10000 must receive Rs.500 as bonus. Find the Total Salary of this employee.
- If the Total salary is greater than 13000, then display the message.  
"You are getting the highest salary."

**Q5. Consider the following spreadsheet and answer the questions that follow:**

	A	B	C	D	E	F
<b>1</b>	Sales Information					
<b>2</b>	Month	Q1	Q2	Q3	Q4	Total
<b>3</b>	Unit Sold	3592	4390	3192	4789	
<b>4</b>	Sales Revenue					
<b>5</b>	Cost of Sales					
<b>6</b>	Gross Margin					
<b>7</b>	Salesforce Expense	8000	6000	9000	10000	
<b>8</b>	Advertising Expense	10000	10000	10000	10000	
<b>9</b>	Co.Overhead Expense	21552	26340	19152	28734	
<b>10</b>	Total Costs					
<b>11</b>	Prod. Profit					
<b>12</b>	Product Price	25				
<b>13</b>	Product Cost	40				

- Find Sales Revenue: Unit sold \* Product Price.
- Find the Cost of Sales: Unit Sold \* Product Cost.
- Gross Margin, Difference of Sales Revenue and Cost of Sales.
- Find the total Costs by adding salesforce, advertising expenses and co. overhead expenses.
- Find the product price by the difference of gross margin and total costs.
- Find the total in F3.

**Q6. Given the following Spreadsheet, Write the appropriate Formula/ Expression/ Function to be used For (a) to (e)**

	A	B	C	D	E
<b>1</b>	Departmental Store				
<b>2</b>	ProdCode	PNAME	QTY	PRICE	AMOUNT
<b>3</b>	P101	RACKET	55	1250	

4	P102	BALL	40	700	
5	P103	GLOVES	65	150	
6	P104	BOXES	50	300	
7		TOTAL			
8		AVERAGE			
9		MAXIMUN			

- Write a formula to calculate the Total Quantity in the cell C7.
- Write the feature used for arranging the Price from Highest to Lowest.
- To find the Product with Maximum Price to be written in cell D9.
- To find the Average Qty to be written in cell C8.
- Write formula to calculate Total Amount in cell E7.

**Q7. Consider the following spreadsheet and answer the questions that follow:**

	A	B	C	D	E
1	No	BookName	Price	No_of_copies	Total Price
2	1	Mastering Dbase	200	4	
3	2	Introduction to Dbase	150	8	
4	3	HTML programming	250	9	
5	4	Web Based Applications	199	6	

- Calculate the Total Price as Price \* No\_of\_copies in cell E2.
- Which option can be used to arrange the books in ascending order of price( lowest to highest)?
- Find the highest price of a book and display it in cell C6.
- Which option can be used to change the background color of a cell?
- Mention the feature used to display the data in a graphical form.
- Change the alignment of text in cell B2 to central aligned.

**Q8. Create the following Spreadsheet:**

	A	B	C	D	E
1	BUSY BOOKS STORE 1				
2	QUARTERLY SALES				
3	Books Category	Quarter 1	Quarter 2	Quarter 3	Quarter 4
4	Magazines	5000	5400	5700	5887
5	Fiction Novels	5500	5900	6200	6387
6	Sports	2000	2400	2700	2887
7	Education	3500	3900	4200	4387
8	Graphical Books	10000	10400	10700	10887
9	Autobiographies	1000	1400	1700	1887
10	Total				

  

	A	B
1	BUSY BOOKS STORE 1	
2	QUARTERLY SALES	
3	Books Category	Total
4	Magazines	
5	Fiction Novels	
6	Sports	
7	Education	
8	Graphical Books	
9	Autobiographies	
10		

  

	A	B
1	BUSY BOOKS STORE 1	
2	QUARTERLY SALES	
3	Books Category	Average
4	Magazines	
5	Fiction Novels	
6	Sports	
7	Education	
8	Graphical Books	
9	Autobiographies	
10		

- Find the sum of all quarters in Sheet STORE\_1 in B10, C10, D10 and E10.
- Find the total of all quarters in Sheet YEAR\_TOT in same workbook.
- Find the average of all quarters in Sheet YEAR\_AVERAGE in same workbook.
- Sort the data in the descending order of the Total field in sheet YEAR\_TOT.
- Find the average of all quarters in Sheet YEAR\_AVERAGE in Workbook2.
- Create a pie chart of Sheet YEAR\_TOT in same Workbook2.

**Q9. Consider the following spreadsheet and answer the questions that follow:**

	A	B	C	D	E	F	G
1	R.No.	Name	Theory 50	Practical 50	Total 100	Percentage	Remarks
2	1	Aaryan	48	49			
3	2	Manas	35	40			
4	3	Swati	40	42			
5	4	Kabeer	42	40			
6	5	Shradha	39	41			

- Write a formula/function to calculate the Total..
- Write the feature used for arrange the Name in descending order.
- Write the formula/function to find the percentage.
- To find the Average of total to be written in cell E7.
- Write function/formula to write the remarks according to the given criteria.

Percentage	Grade
Above 90	A+
80-90	A
70-80	B
60-70	C
50-60	D
Below 50	Work Hard

**Q10. Consider the following spreadsheet and answer the questions that follow :**

	A	B	C	D	E	F
1	Region	Sales 2008	Sales 2009	Sales 2010	Sales 2011	
2	New Delhi	56	67	85	87	
3	Mumbai	66	77	54	91	
4	Chennai	74	85	67	77	
5	Calcutta	75	65	47	63	
6						

- Calculate the Total sale for the year 2008 in cell B6.
- Write formula/expression to find difference in sales of Mumbai and Delhi for the year 2009 as sales of 2011 Delhi-sales of Mumbai in the cell C8 .
- Write formula/expression to find the average sale of year 2010 in D6.
- Write expression to find the total sale for the year 2010 and 2011 in Mumbai in cell G3.
- Name the chart that may be used to show the relationship of the changes in the data over a period of time.

**Q11. Given the following Spreadsheet, write the appropriate Formula/Expression/Function to be used for (a-e)**

	A	B	C	D	E	F	G	H
1	Player ID	Name	Points	Bonus	Rank	Total		
2	101	Jaideep	1300	200	4			
3	102	Ananya	1800	150	1			
4	103	Mihir	1600	100	3			
5	104	Varsha	1200	100	5			
6	105	Sandeep	1700	200	2			
7								

- Write the formula to calculate the Total points (points + bonus) in F2.
- Write the feature used for arranging the Rank from Highest to Lowest.
- To find the player with Maximum TOTAL to be written to Cell F7.

- d. To find the average of Points to be written in the cell C7.  
 e. Display the number of total players in Sheet2 in the cell A3 of Sheet1.

**Q12. Write the functions/formulas for the following questions:**

	A	B	C	D	E	F	G	H	I	J	K
<b>1</b>	<b>CLASS X RESULT</b>										
<b>2</b>	R.No	Name	English	Maths	Science	Hindi	S.Sc.	I.T	Total	Percentage	Grade
<b>3</b>	1	Aman	85	85	85	78	85	93			
<b>4</b>	2	Bharat	96	66	96	85	85	91			
<b>5</b>	3	Chavi	63	67	85	58	96	85			
<b>6</b>	4	Dev	89	75	52	59	69	78			
<b>7</b>	5	Aryan	96	35	83	69	86	87			
<b>8</b>	6	Sumit	66	56	59	78	78	79			
<b>9</b>	7	Ajay	84	82	78	85	85	89			
<b>10</b>	8	Raj	95	90	89	91	82	86			
<b>11</b>	9	Vaibhav	86	81	82	83	79	89			
<b>12</b>	10	Suman	79	76	83	87	75	95			

- a. Find Total Marks scored by every student.  
 b. Find the Percentage of each child.  
 c. Write the function to find minimum marks secured in Hindi by class IX in Cell F13.  
 d. Find the maximum marks scored by students of Class X in Computer in Cell G12.  
 e. Count the total number of students in the Class X.  
 f. Write the address of Active Cell.  
 g. Find the grade accordingly:

Percentage	Grade
Above 90	A+
80-90	A
70-80	B
60-70	C
50-60	D
Below 50	Work Hard

- h. Applying Conditional Formatting, apply highlighted the cells, indicating the percentage greater than 90.  
 i. Sort the list according total marks.  
 j. Filter the list only of 90% scored students.  
 k. Create a column chart of headers of Name and Percentage.  
 l. Show different views: Normal, Page Layout View, Page Break Preview, and full Screen.  
 Insert Header: CLASS X RESULT 2018-19  
 Insert Footer: Your Name, Class & Sec:  
 m. Show only: Roll No. Name, Total and Percentage using Hide Concept.