

Class: IX

Subject: Computer Applications (165)

Assignment Questions

1. What is a formula?
2. Write the steps to rename a worksheet.
3. Write down the steps to use the SUM function.
4. Gauri's mother teacher has given her an assignment to create a chart depicting the maximum and minimum temperature of last one week. She's not able to pick up a suitable chart type. Help her in completing her task by suggesting her suitable chart type.
5. Create the Progress Report worksheet in MS Excel 2010 as per the directions given below:

	B	C	D	E	F	G	H
2	Progress Report						
3							
4	Roll No.	Name	Maths	Science	English	Total	Average
5	1	Akshit	56	67	77		
6	2	Anita	64	54	86		
7	3	Bani	66	67	57		
8	4	Bhavay	77	69	89		
9	5	Chetan	76	88	78		
10	6	Chiranjeev	55	73	84		
11							
12		Highest Scorer					
13		Lowest Scorer					

- a. Enter the data as shown in the figure.
- b. Calculate the Total marks for each child using the Average function.
- c. Find out who has secured the highest marks using the Max function.
- d. Find out who has secured the lowest marks using the Min function.
- e. Write down the names of students who have scored the highest and the lowest marks.