NATIONAL INSTITUTE OF OPEN SCHOOLING

SENIOR SECONDARY COURSE

Lesson 8: Formulas, Functions and Charts

Worksheet 8

1. Sales made by the " Electronics Pvt Ltd" for the month of June 2020 is shown in Figure 1 given below:-

Sales-Report Electronics Pvt Ltd (June 2020)					
S.No	Product Name	Date	Price	Units Sold	Amount
1	Washing Machine	20th June	Rs 45,000	5	
2	Micro Ware	25th June	Rs 15,000	3	
3	Air Conditioned	12th June	Rs 25,000	8	
4	Lap Tops	4th June	Rs 40,000	2	
5	Television	30th June	Rs 22,000	10	
				Total Sales	

Fig 1.Sales-Report Electronics Pvt Ltd

Enter the above data in a spreadsheet. Save it in "Sales.xls". Use formula's to find out the following:-
   a) Product wise Sales
   b) Total Sales in the month of June
Also draw a suitable chart that displays the contribution of each value to the total (use tools of Ms-Excel)

2. The Travel Agency " World Tours & Travels" stores packages sold for various destinations in a spread sheet as given in Figure 2

World Tours & Travels						
Destination	No of Packages Sold					
	Jan	Feb	Mar	Apr	May	June
Sri Lanka	1000	2000	3500	3456	1200	5000
Australia	500	678	123	234	456	123
Mauritius	2000	2345	456	567	891	234
Singapore	200	300	450	678	250	100
Tokyo	150	234	235	300	450	678

Fig 2. Tour Packages Sold

Answer the following:-

a. Create a worksheet given in Figure 2 and store it as "Tour.xls"
b. Create the Graph for the given data
c. What is a Chart Title?
d. A Legend has been placed in the chart. Identify its Position
e. Has the data table been displayed in the chart?

3. Kumar's mother creates grocery list every month. Kumar asked his mother to give him the list of grocery items she buys for a month. He used worksheets in Excel with items in one column and quantity in another column and their prices in the next column. Now he can very easily calculate the amount spent on each item and the total monthly bill.

Ask your mother for grocery list of the month and help her by creating and printing the worksheet in Excel.

4. Consider the following worksheet that shows the number of students in different courses in different years.

	A	B	C	D
1			Number of Students	
2				
3		B. Tech.	MBA	MCA
4	2005	135	45	50
5	2006	143	49	54
6	2007	123	50	29
7	2008	211	54	46
8	2009	209	57	52
9				
10				

What will be the result of the following formulas?

=SUM(B4:B8)

=MIN(C4:D7)

=AVERAGE(C6:C8)

=MAX(B7:B8)

5. On the occasion of Independence Day celebrations the RWA of a locality organized some events. On this organization Rs. 3000 were spent on Talent Rewards Program, Rs. 2500 on social work awards for children, Rs. 4000 on cultural programs, Rs. 1500 on gifts for sweepers and watchmen of the society, and Rs. 2400 on refreshments. Enter this information in an Excel sheet and insert an appropriate chart to represent this data.

6. Write the steps for moving the chart to a separate worksheet. Also rename the worksheet as **New Chart.**

7. Laxmi has entered the data in the worksheet. She has to calculate factorial of some numbers. Suggest the steps for finding the factorial of a given number.

8. You are asked to prepare a flowchart. What kind of Autoshapes you would like to use?

9. Write the steps for creating a SmartArt Graphic in the worksheet.

10. Roshan has inserted a chart in the worksheet. He wants to change the legend position, data labels of the chart. What steps he has to follow to change the legend position and data labels of the chart.