

National Institute of Open Schooling
Senior Secondary Course: Computer Science
Lesson 9: Spreadsheets
Worksheet – 9

1. A word processor also has the option of inserting a table in a digital document. Then why do we need spreadsheets?
2. Can you name me:
 - a. I am formed by the intersection of rows and columns.
 - b. I am named starting from A.
 - c. I am named starting from 1.
 - d. I display the current system date.
3. Cite any three real world examples where you find spreadsheets useful? Also, give reasons for your choice.
4. Sanyukta wants to generate a list of numbers starting from 101 to 1001. Can you suggest a feature of spreadsheet that can help her do it quickly?
5. Write the similarity and difference between the following statements:
 - a. =A1+A2+A3+A4+A5
 - b. =Sum(A1:A5)
 6. Think and explain any one situation each wherein you would use the following
 - a. Absolute Referencing.
 - b. Relative Referencing.
 - c. Mixed Referencing.
7. With a thought for contributing to the society, Aasman was giving free tuitions in Mathematics to 8 children residing in a nearby slum. She had taken chapter wise tests and a whole syllabus test. She had recorded marks of tests of all the children in a spreadsheet. For the purpose of self-assessment and also to inform their parents of the progress of the students. She decided to prepare report cards for them. Help her decide format and the spreadsheet features that she can use to quickly create result without errors.
8. Aadil has been maintaining record of minimum and maximum temperature of days for his research work. He needs to report minimum, maximum, average, count of temperatures in a range. How can spreadsheet help Aadil achieve his tasks efficiently?
9. Ramanujan is a physical education teacher and maintains height and weight record of all his students. He has to identify students that are underweight for a workshop on Nourishment and overweight students for a workshop. How can the Filtering feature help Ramanujan.
10. Collect information on how infographics are useful and identify its components. Also, identify the various types of charts used in an infographic along with the type of data they depict and the information they convey.