Subject: Computer (Practical Exam)

Syllabus- L-4 Introduction to Excel 2016 & L-5 Editing Cell Contents in Excel 2016

Assessment -3 will be taken by the subject teacher during the regular computer class and the date of assessment will be announced by the subject teacher.

Important points to be noted-

Time: 30 Minutes

The students should practice with all the features and tools given in the lesson and the features taught by the teacher in the class for practical assessment.

The students should practice the steps, and do the make entries on MS Excel. Perform the calculations using the formulas as taught.

The students will save the file in the given format- **Ass-3_Class/Sec_ Name of Child**

Follow the sample format for practice-

Merge Cells

Shade Cells

Ahlcon Public School

CLASS-5 MS EXCEL 2016

MM:50

Sr.No.	me of Stude	English	Maths	Science	ocial Studie	Total
1	Aradhya	34	44	23	48	149
2	Neerav	45	41	32	44	162
3	Dev	33	43	44	33	153
4	Nimrit	46	47	50	48	191
5	Rohan	44	42	43	49	178

To add the range of cells from D5 to G5, Formula is = sum(D5:G5) Sum= 149

To multiply F6 and G9 ,Formula is = F6*G9 Product= 1568

To subtract G8 from F8, Formula is =F8- G8 Difference 2

To divide E9 by 2,Formula is E9/2 Quotient 21

To shade the cells by selecting the range of cells e.g. to shade cells from C4 to C9 ,click on cell C4 > hold Shift key> click cell C9

Good Luck