# St. Thomas School

#### **Class VII**

# Summer Holiday Homework

### Sub - Computer

### **Chapters Covered:**

- Ch 2 Formulas & Functions (except Cell Reference and its types)
- Ch 3 Advanced Features of Excel

#### **Instructions:**

- ❖ Complete the exercise of the worksheets given so far in Computer copy.
- \* Those who have done in pages, paste the pages in Computer Copy.
- Complete the book exercise in the book of both the chapters except ques-ans.
- Read both the chapters and learn the ques ans.
- ❖ Do the given revision work in the copy.

#### **Revision Work**

- Q1. What is the importance of naming the range in Excel?
- **Q2. Which rule does Excel follow to evaluate Mathematical expression?**
- Q3. Write the use of following functions in tabular form:

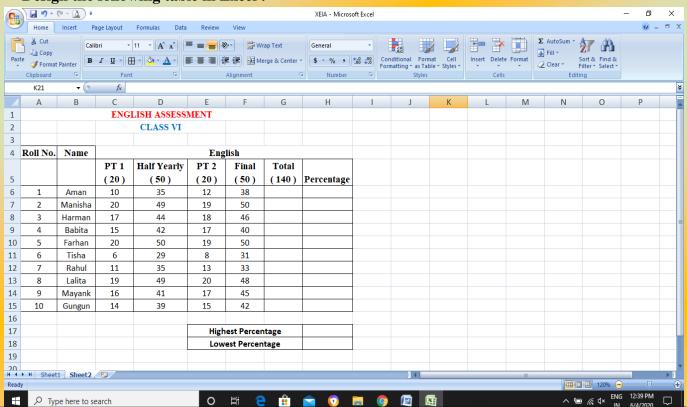
SUM (), AVERAGE (), ODD (), INT (), PRODUCT (), SQRT (), MOD (), ROUND (), POWER ()

- Q4. Differentiate between Area chart and Scatter chart.
- Q5. Name two tab in which you find Sort & Filter option.

### **PRACTICAL QUESTION**

The following question has to be done in computer and then take the printout and paste in Computer Copy.

**Design the following table in Excel:** 



- 1. Calculate the total by adding all marks.
- 2. Calculate the percentage by using formula: Total\* 100 / 140
- 3. Display the highest and least percentage.
- 4. Sort the data according to the percentage (lowest to highest) and take its printout.
- 5. Filter the data: Condition Display only those records where percentage is greater than 80 %.

  Take its printout also.

- 6. Paste both the printout in Computer copy.
- 7. Do the necessary formatting.

## **Subject Enrichment Activity:**

In the white A4 size sheet write on the following topic: (according to the first letter in your name)

1. Cyber Crime and safety measures to be taken to protect out computer Internet threats.

( Name starting from A to H )

2. Computer Ethics ( names starting from I to Z )

<sup>\*</sup>Paste pictures relevant to the topic