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INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T)

RAUSHAN DEEP

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UNIT 3: SPREADSHEET (INTERMEDIATE)

SESSION -10 CALCULATE DATA ACROSS WORKSHEETS

Open a new spread sheet. Name sheet 1 as year 1 and type the following data. Now to calculate the data across worksheets do the following.

- ❖ Select the cell where you would like the formula to appear, probably on a new “summary worksheet”
- ❖ Enter the formula until you get to the point of entering a cell reference or range.
- ❖ Click the worksheet with the data you would like include, and select the cell or cell range that you would like to use.
- ❖ Enter the operator (+, -, /, *, etc.) that you would like to use.
- ❖ Click the next worksheet with the additional data you would like to use, and select the cell or cell range to be included.
- ❖ If desired, enter the operator (+, -, /, *, etc.) that you would like to use, and repeat this process until you are done, and end your formula with a closing parenthesis.
- ❖ Press “Enter” and you will be returned to your summary sheet, or wherever you began your calculation across worksheets.

SESSION 11: USING MULTIPLE WORKBOOKS AND LINKING CELLS

Spread sheet also allows to you link the cells from various worksheets and from various spread sheets to summarize data several sources. In this manner, you can create formulas that span different sources and make calculations using a combination of local and linked information

Open a new spread sheet and enter the following data:

To link cells from different worksheet do the following:

- ❖ Open a new spread sheet workbook.
- ❖ Type some formula, for example sum formula in any cell=sum (, while the parenthesis is opened, click on Switch Windows option under window group in the view tab. A dropdown list appears with the active workbooks names
- ❖ Click on Book 1 to select the earlier spread sheet you had created and select the cells A2:D2.

- ❖ Press Enter. You are back on the second spread sheet. The cell where you were entering the formula has total of the values in the first spread sheet. Note – The way the software's give the cell reference. If you update any values in the first spread sheet, automatically the Sum value in the second spread sheet is updated. U can try this feature.