



VIDYA BHAWAN BALIKA VIDYAPITH ,LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP DATE:-25.06.2020 (THURSDAY)

UNIT 3: SPREADSHEET(INTERMEDIATE)

Revision class for functional keys of excel 04.5.2020

SESSION 1: USE AUTOSUM IN CELLS

Autosum is a part of MS-EXCEL. It is used to any number in this format that use the sum function all the select numbers, whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel autosum to automatically make an appropriate SUM formula for you.

- Open a new spread sheet and enter the following data.
- Now to total the marks of each subject of the students, do the following

	A	B	C	D	E	F	G	H
1	S.No	Name	English	Hindi	Maths	Science	Total	
2	1	Abhas	86	79	92	91		
3	2	Anita	90	84	94	85		
4	3	Raja	75	85	91	98		
5	4	Subbu	78	89	91	77		
6	5	Priya	94	93	100	87		
7								
8								

- Go to cell G2. While the cell G2 is selected, click on the autosum option available under Editing Group in the Home tab.



- The values in the cells from c2 to f2 will be automatically selected as show to figure no 3

	A	B	C	D	E	F	G	H	I
1	S.No	Name	English	Hindi	Maths	Science	Total		
2	1	Abhas	86	79	92	91	=SUM(C2:F2)		
3	2	Anita	90	84	94	85			
4	3	Raja	75	85	91	98			
5	4	Subbu	78	89	91	77			
6	5	Priya	94	93	100	87			
7									

- Then press enter and result is here
 - The total marks of ABHAS appear in cell G3.
 - Similarly, calculate the total marks of the rest of the students.

	A	B	C	D	E	F	G
1	S.No	Name	English	Hindi	Maths	Science	Total
2	1	Abhas	86	79	92	91	348
3	2	Anita	90	84	94	85	353
4	3	Raja	75	85	91	98	349
5	4	Subbu	78	89	91	77	335
6	5	Priya		93	100	87	280
7							

- Autosum automatically selects the values around the cells either horizontally or vertically
- In the above example you want to perform addition of numbers listed from left to right

SESSION 2:CONDITIONAL FORMATTING

Conditional formatting is a feature of EXCEL which allows you to apply a format to a cell or a range of cells based on certain criteria. For example you can have a cell appear bold only when the value of the cell is greater than 100. When the value of the cell meets the format condition, the format you select applied to the cell. If the value of the cell does not meet the format condition, the cell's default formatting is used

Conditional formatting can control following formats:

- Number format
- Font, font style, and font color(but not font size)
- Fill color and fill pattern
- Border color and border style(but not border thickness)

- Open a new spreadsheet and enter the following data.

	A	B	C	D	E	F
1	Name	Production in 2008	Production in 2009	Production in 2010	Production in 2011	
2	Copper	87	81	75	90	
3	Iron	67	88	94	95	
4	Zinc	77	85	72	65	
5	Manganese	88	68	79	84	
6						

Now to apply conditional formatting for the data do the following

- Select all the cells you want to format conditionally

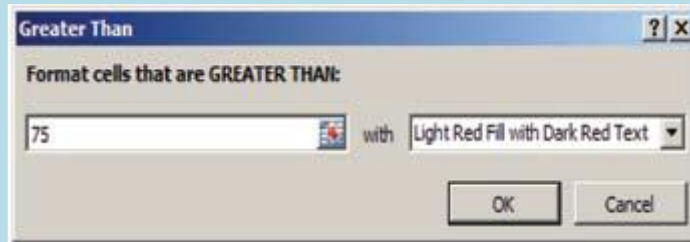
	A	B	C	D	E	F
1	Name	Production in 2008	Production in 2009	Production in 2010	Production in 2011	
2	Copper	87	81	75	90	
3	Iron	67	88	94	95	
4	Zinc	77	85	72	65	
5	Manganese	88	68	79	84	
6						

- Click on **conditional Formatting option** available under *styles* group in the Home tab. A drop down list appears



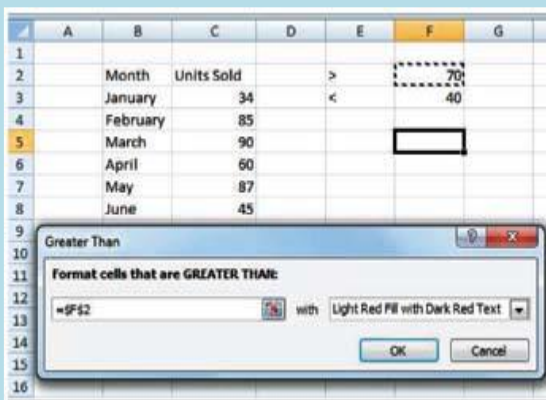
Click on Highlight Cells Rules option, a submenu appears.

- **Note:** You can select the condition listed according to your needs. In example if u want to highlight the values that the greater than 75, select “Greater Than...” available under this figure
- Specify the value in the box and click on the down arrow next to the with field and select a predefined format for the condition from the drop down list.



- If u wants to highlight the cell contents with your own formatting style click Custom Format Option in the dropdown list.
- A Format cells dialog box appears you can select different Font color under Font tab.
- Go ahead and create the data below and format it in the manner displayed

	A	B	C	D	E	F
1	Name	Production in 2008	Production in 2009	Production in 2010	Production in 2011	
2	Copper	87	81	75	90	
3	Iron	67	88	94	95	
4	Zinc	77	85	72	65	
5	Manganese	88	68	79	84	
6						



	A	B	C	D	E	F
1						
2		Month	Units Sold		>	70
3		January	34		<	40
4		February	85			
5		March	90			
6		April	60			
7		May	87			
8		June	45			

- You can also specify the cell address where the value is stored. This can be very helpful as simply changing the value in one place can change the conditional formatting all over the previously selected range
- Result is displayed on over figure

RAUSHAN DEEP

PGT (IT)
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