



## Department of Education-Sabaragamuwa – Week School

Subject-Information and Communication Technology

Week- **Second week**

Grade 9

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- It is your responsibility to engage in academic activities while doing all the revisions related to every subject.
- You are given a week to complete this activity.
- Prepare a separate folder and attach your activity document after renaming it as **“February – Second week – ICT – Your name and Grade”**.
- Refer 22<sup>nd</sup> – 27<sup>th</sup> pages in “Electronic Spreadsheet” lesson in the reading book for answering.

### Activity 01

The following table shows a six months data entry of the sale of Laptops by a certain company. Create this data entry in a Microsoft Excel Sheet. And write the Functions for finding SUM, AVERAGE, MAX & MIN

Hint - The function for Lenovo sum - =SUM(C3:H3)

The function for January sum - =SUM(C3:C10)

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		Column1	jan	feb	mar	apr	may	jun	sum	avg	max	min
3		Lenovo	21	47	54	53	24	32				
4		acer	54	35	22	41	27	35				
5		Dell	56	34	62	41	24	34				
6		hp	69	55	88	45	26	41				
7		toshiba	65	45	32	68	29	39				
8		Asus	24	42	52	65	28	24				
9		apple	65	36	46	45	22	38				
10		e-wis	55	36	42	54	21	33				
11												
12		sum										
13		avg										
14		max										

### Activity 02 –

Fill this table by listening to the NEWS broadcasting within a week. Create a Microsoft Excel sheet and find the values for SUM, AVERAGE, MAX & MIN by using suitable functions.

Date	No of daily patients	No of death	No of recovery
1			
2			
3			
4			
5			
Sum			
Average			
Max			
Min			