



- 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 **“First week – ICT – Your name and Grade”**.
- Refer the “Electronic Spreadsheet “lesson in the reading book for answering.

01. How much time do you spend for your education these days? (4 marks)

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
		Mon day	Tues day	Wed nes day	Thurs day	Fri day	Satur day	Sun day	Total hours for the week	Highest amount of hours	Lowest amount of hours	
4												
5	Total hours for the day											
6	Total minutes for the day											
7												
8												

- Complete this table with your daily studying hours .
- Find the total , highest and lowest studying hours of the week .(Write down the function that should be in the cells)
- Find the total studying hours of the day by converting to minutes .(Write down the function that should be in the cells)
- Create a bar chart for your Spreadsheet in an A4 sheet.