**Question Set1 for Class 8**

**(Question/Exercise/Activities)**

**Q1.** Create a new workbook based on blank template. Add 3 sheets for keeping information about students, teachers, books and fees. Give red, blue, green and red colours to the sheet names. Reorder them in the sequence of books, fees, students and teachers. Finally delete the sheet for fees.

**Q2.** Use sheets for students to record information about one student.

Student’s Info: Umesh Aggarwal of B.Com. H II year. His date of birth is 2nd Jan 2050 and time of birth is 9:45 am. His address is 57, Model Town Agra, UP. He is not married. He gets a monthly scholarship of Rs 500. He got 98.25% marks in 12th standard. His marks in English were 198/200. His phone number is 9898989898.

Teacher’s Info: Rajat Gambhir of FMS. His date of birth is 2nd Jan 2050 and time of birth is 9:45 am. His address is 45, Furgusan Lane, Pune, Maharashtra. He is married. He gets a monthly salary of Rs. 7500. He has 10 years of experience. He specializes in the subject of Business Management. His phone number is 9898989898.

*Hint: Format data with suitable format*

**Q3.** Add information about 4 more students and 1 more teacher

*Hint: Having a tabular structure may be better.*

**Q4.** Add sequence number to the list of students and teachers using fill handle, autofill and flash fill feature.

*Hint: Home/editing/fill/autofill*

**Q5.** Give 5 examples of data which can be automatically generated by fill handle option. Show the generation of data in row as well as column manner.

*Hint: Date, days, months, numbers, arithmetic series.*

**Q6.** Format the data in students and teachers sheets for the purpose of taking printouts.

*Hint: Use appropriate headings, formatting features, alignments, border shading etc.*

**Q7.** Convert the page orientation to landscape and add appropriate header and footer to show page number, name of your company and year information.

*Hint: x*

**Q8.** Compute the following using Excel using a single expression/formula.

1. An item costs Rs. 6000. Compute the discount available on it if the rate of discount is 8.75%.
2. Compute the roots of a quadratic equation a2-8a+15=0. (Create two formulas)
3. Compute the sum of first 10 numbers of an arithmetic series with a = 1 and d = 5 by using a single formula
4. Compute the simple interest on a deposit of Rs. 5000 for a period of 10 years at 10% rate of interest.
5. Compute the area of a circle having a radius of 10 meters
6. Find the total bill (in Rs.) for a person who bought 3 cakes of soap and 3 items of toothpaste where one cake of soap costs Rs. 45 and one item of toothpaste costs Rs. 90.

*Hint: Use two separate formulas for two different roots for question of quadratic equation.*

**Q9.** Compute the earlier questions in a generalised manner.

*Hint: Define the variables in separate cells and refer them in formulas*

**Q9.** Solve following earlier question for 10 situations of each. For example, in question number 8(a) compute discount values for 10 items having different cost and discount rates. Similarly assume similar situations for other questions.

*Hint: Use relative cell addressing through copy formula*

**Q10.** Compute the following using Excel.

1. Discount on 10 items having different costs (to be assumed on your own) but with the same fixed discount rate of 8.75%.
2. Area of 10 circles (radius to be assumed on your own)
3. Sum of 10 series of arithmetic progression with different starting number and increment value.
4. Roots of 10 quadratic equations (the values of a, b and c to be assume on your own such that the solution is not imaginary)
5. 10 purchases of 2 kinds of items with different quantities and different prices.
6. Simple interest on 10 different interest values against 10 principal amounts and their corresponding rates of interests (to be assumed on your own)

*Hint: Bring out the fixed parameters separately. Use mixed referencing*

**Q11.** Generate multiplication tables of 1 to 10 upto 10 terms each using MS Excel.

**Q12.** If a cell address contains a dollar sign with its row number, what would change 1) when the cell address is copied to some places down or up and 2) when the cell address is copied some places left or right.

**Q13.** If a cell address contains a dollar sign with its column name, what would change 1) when the cell address is copied to some places down or up and 2) when the cell address is copied some places left or right.