

Spreadsheets (Std IX)			
Sr. No.	Topic	Credits	
		Theory	Practical
1	Introducing Calc: - Introduction, Components, Create, open and view a workbook Save workbooks.		
2	Editing Data in a spreadsheet ·Cut, Copy Paste, Paste Special ·Insert row/column (INSERT- ROW, INSERT -COLUMN) ·Delete row/column (EDIT- DELETE CELLS-DELETE ROW/COLUMN) ·Hide row/column (FORMAT -ROW/COLUMN -HIDE) ·Show row/column (FORMAT -ROW/COLUMN -SHOW)		
3	Calculate Your Data 1.Addition, Substraction, Division, Multiplication. 2.Use of = sign. 3.Use formula to connect across work sheets and across work books 4.Using Functions – Sum, Average, Max, Min, Count, If, Round etc. 5.using statistical functions – percentage, product, Frequency, Countif etc		
4	Work with cell references. ·Absolute Cell Referncing ·Relative Cell Referencving ·Mixed Cell Referencing		
5	Create and edit charts and graphics. ·Creating Charts/ column, line, bar, pie, etc.		
6	Filter and sort table data. Sorting ·To perform a Simple Sort ·To Sort by Multiple Columns Data Forms ·Adding Data Using the Data Form ·Finding Records Using Criteria Filtering Data ·AutoFilter ·Advanced Filters		
7	Linking the worksheets and workbook		
8	Printing and Exporting to PDF ·Printing the worksheets . ·Saving the file into PDF format.		