

Practicals 2022-2023



LibreOffice Calc

**PRACTICAL - 1****Spreadsheet – Use of SUM, SUMIF, Lookup functions**

Given below is a table showing the Name, Designation and Monthly Salary paid for different employees in Royal Agencies for the month of July 2022.

Name of Employee	Designation	Monthly Salary (₹)
Anilkumar.G	CEO	150000
Prakash P.N	AO	100000
Sreekumar P.R	FM	50000
Binoy George	MM	40000
Ajith P.P	FM	45000
Sirajudeen	FM	40000

Based on the above details, find solutions to the following by using LibreOffice Calc .

- The Total of monthly salary by naming the concerned range as **Total_Salary**
- The total monthly salary paid to the FM (Finance Manager) in the firm.
- The Name of employee with monthly salary of Rs.50,000 by using **LOOKUP** Function.

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LibreOffice Calc

AIM

To prepare solutions to the given question by using LibreOffice Calc spreadsheet.

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter table headings – **Employee Name** in cell A1, **Designation** in cell B1 and **Monthly Salary** in cell C1.

	A	B	C
1	Employee Name	Designation	Monthly Salary
2			

Step 3 : Enter employee name in the range A2:A7 , Department name in the range B2:B7 and Salary amount in the range C2:C7.

	A	B	C
1	Employee Name	Designation	Monthly Salary
2	ANILKUMAR.G	CEO	150000
3	PRAKASH P.N	AO	100000
4	SREEKUMAR P.R	FM	50000
5	BINOY GEORGE	MM	40000
6	AJITH P.P	FM	45000
7	SIRAJUDEEN	FM	40000

Step 4 : Select the range C2:C7 and then click on Define range under Data menu and enter the range name as **TOTAL_SALARY** and then click on **OK** button.

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Step 5: Enter the following Text in respective cells as shown below:

Cell Name	Description to be entered
A10	Total Monthly Salary
A11	Total Monthly Salary paid to the Finance Manager (FM) in the firm
A12	Name of employee with monthly salary of ₹.50000/-

Step 6: Calculate total monthly salary in cell B10 by using the formula

=SUM(TOTAL_SALARY)

Step 7: Calculate the monthly salary paid to FM in the cell B11 by the formula

=SUMIF(B2:B7,"FM",TOTAL_SALARY)

Step 8: Find the employee with monthly salary of ₹ 50,000 in the cell B12 by the following formula:

=LOOKUP(50000,TOTAL_SALARY,A2:A7)

OUTPUT

	A	B
9		
10	Total monthly salary	425000
11	Total monthly salary paid to FM	135000
12	Name of employee with monthly salary 50000	SREEKUMAR P.R

harikumarmavelikara7@gmail.com