

Practicals 2022-2023



LibreOffice Calc

**PRACTICAL – 2****Spreadsheet – Use of IF function**

Dipin Antony obtained the following scores out of 100 in the Higher secondary examination March 2022.

SUBJECT	SCORES
ENGLISH	82
HINDI	99
BUSINESS STUDIES	78
ACCOUNTANCY	57
ECONOMICS	47
COMPUTER APPLICATION	29

Convert the above Scores into Grades for each subject using the following criteria by using **IF** function.

SCORES	GRADES
90 - 100	A+
80 - 89	A
70 - 79	B+
60 - 69	B
50 - 59	C+
40 - 49	C
30 - 39	D+
20 - 29	D
Below 20	E

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LibreOffice Calc

AIM

To convert the score obtained by Dipin Antony into grades.

PROCEDURE

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter the Labels – **SUBJECT**, **SCORE** AND **GRADE** in the cells A1, B1 and C1 respectively.

Step 3 : Enter the name of subjects and the scores obtained under the respective labels.

Step 4 : Enter the following formula in the cell C2 under the Label “**GRADE**”.

=IF(B2>=90,"A+",IF(B2>=80,"A",IF(B2>=70,"B+",IF(B2>=60,"B",IF(B2>=50,"C+",IF(B2>=40,"C",IF(B2>=30,"D+",IF(B2>=20,"D","E"))))))))

Drag and copy the formula up to cell **C7** to get the grades of all subjects.

OUTPUT

	A	B	C
1	SUBJECT	SCORE	GRADE
2	ENGLISH	82	A
3	HINDI	99	A+
4	BUSINESS STUDIES	78	B+
5	ACCOUNTANCY	57	C+
6	ECONOMICS	47	C
7	COMPUTER APPLICATION	29	D

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