

Help Manual for Facilitators (Calc 2)

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Complete teacher's manual for Open office Calc 2 Class 1

Summaries

- ✓ What is 'Standard toolbar'?
- ✓ Why we use 'Standard toolbar'?
- ✓ How to take new page by using 'Standard toolbar'?
- ✓ How to open any file with help of 'Standard toolbar'?
- ✓ How to convert text document file into PDF file?
- ✓ How to use 'Sum' formula?
- ✓ Why we use 'Spelling and Grammar' option?
- ✓ How to use 'Maximum' formula?
- ✓ How to use 'Minimum' formula?
- ✓ Why we use 'Number format'?
- ✓ How to use 'Show draw direction'?
- ✓ Why we use 'Format paintbrush'?
- ✓ What is 'Navigator'?
- ✓ How to move one cell to another cell?
- ✓ What is use of 'Sort ascending and sort descending'?
- ✓ Use of 'Hyperlink'.
- ✓ Why we use 'Chart' option?

Now let's start video.

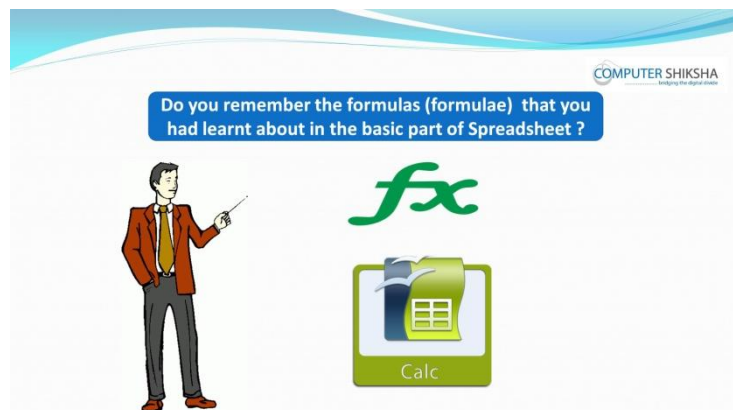
1. To stop video time at 35 seconds in VLC Media Player.



Stop video here and ask, if they remember what had they learnt in basic part of 'Spreadsheet'?

Just listen to the answers and play the video again for the correct answer.

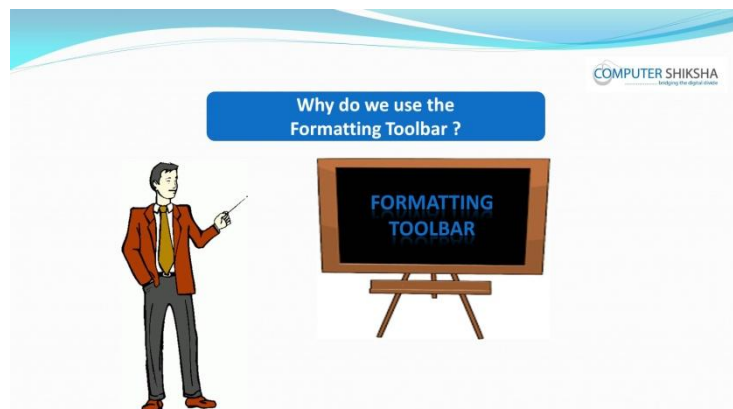
2. To stop video time at 1 minute 22 seconds in VLC Media Player.



Stop video here and ask , if they remember which formulas they learnt in basic part of ‘Spreadsheet’?

Just listen to the answers and play the video again for the correct answer.

3. To stop video time at 1 minute 51 seconds in VLC Media Player.



Stop video here and ask why we use ‘Formatting toolbar’?

Just listen to the answers and play the video again for the correct answer.

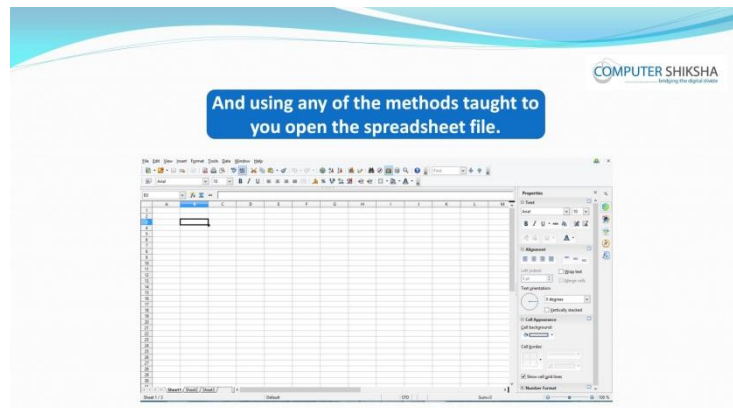
4. To stop video time at 2 minute 26 seconds in VLC Media Player.



Stop video here and ask what will they do to move from one cell to another cell?

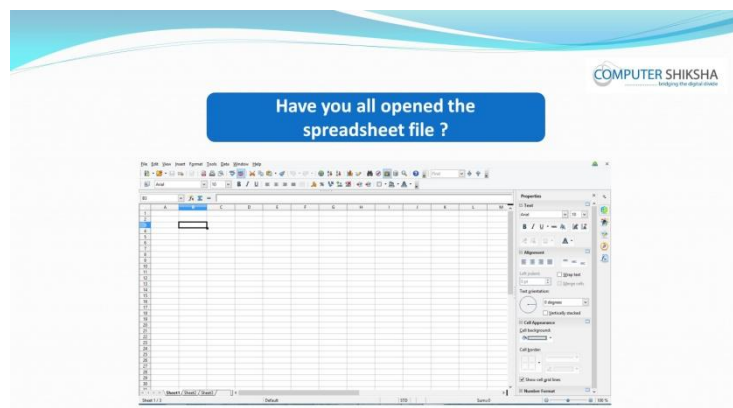
Just listen to the answers and play the video again for the correct answer.

5. To stop video time at 2 minute 49 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the 'Spreadsheet file' and then play the video again.

6. To stop video time at 3 minute 27 seconds in VLC Media Player.

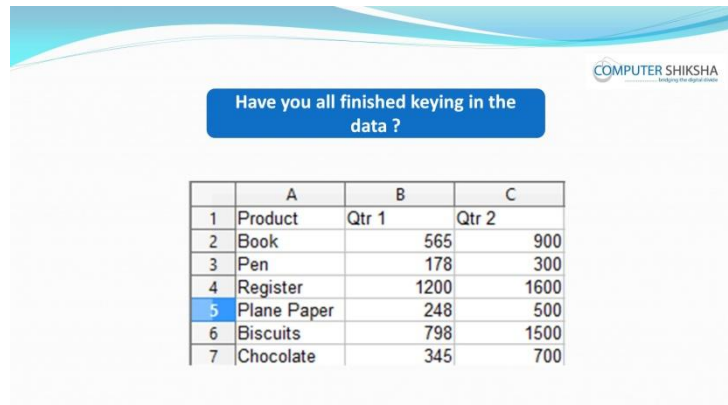


Stop video here and check whether they've opened 'Spreadsheet file' or not and then play the video again.

7. To stop video time at 4 minute 24 seconds in VLC Media Player.

Stop video here and ask students to open spreadsheet as shown in the video and then play then the video again.

8. To stop video time at 4 minute 40 seconds in VLC Media Player.

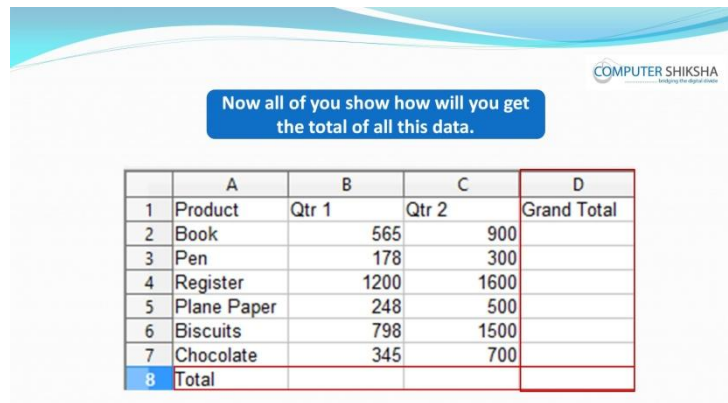


Have you all finished keying in the data ?

	A	B	C
1	Product	Qtr 1	Qtr 2
2	Book	565	900
3	Pen	178	300
4	Register	1200	1600
5	Plane Paper	248	500
6	Biscuits	798	1500
7	Chocolate	345	700

Stop video here and ask them to type the given data which is shown in video.
Now just check and play the video again.

9. To stop video time at 4 minute 50 seconds in VLC Media Player.



Now all of you show how will you get the total of all this data.

	A	B	C	D
1	Product	Qtr 1	Qtr 2	Grand Total
2	Book	565	900	
3	Pen	178	300	
4	Register	1200	1600	
5	Plane Paper	248	500	
6	Biscuits	798	1500	
7	Chocolate	345	700	
8	Total			

Stop video here and ask them to do the total in the total column as highlighted in video and then play the video again.

10.To stop video time at 5 minute 38 seconds in VLC Media Player.

Stop video here and ask students to type sum formula and select the numbers which they want to sum up as shown in the video and then play the video again.

11.To stop video time at 5 minute 50 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

12.To stop video time at 6 minute 05 seconds in VLC Media Player.

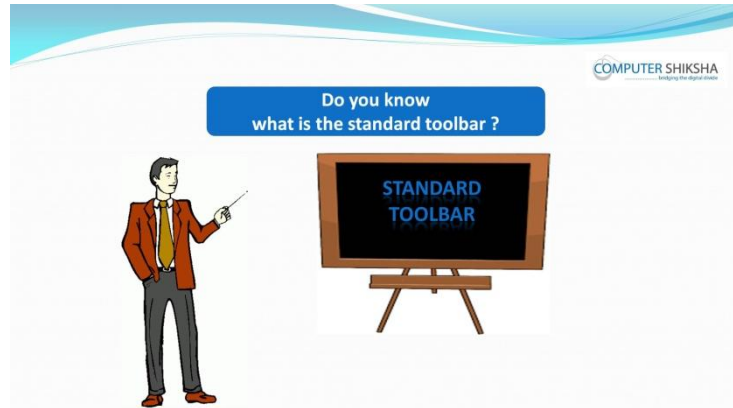
Stop video here and ask students to sum up the numbers again as shown in the video and then play the video again.

13.To stop video time at 6 minute 47 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have summed up all the numbers or not and then play the video again.

14.To stop video time at 6 minute 57 seconds in VLC Media Player.



Stop video here and ask if they know what is ‘Standard toolbar’?

Just listen to the answers and play the video again for the correct answer.

15.To stop video time at 5 minute 39 seconds in VLC Media Player.



Stop video here and ask if they know which options are kept in ‘Standard toolbar’?

Just listen to the answers and play the video again for the correct answer.

16.To stop video time at 8 minute 22 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘Save’ option of standard toolbar as shown in the video and then play the video again.

17.To stop video time at 8 minute 44 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

18.To stop video time at 8 minute 56 seconds in VLC Media Player.

Stop video here and ask students to click on the 'File menu' and then click on 'Save as' option as shown in the video and then play the video again.

19.To stop video time at 9 minute 03 seconds in VLC Media Player.

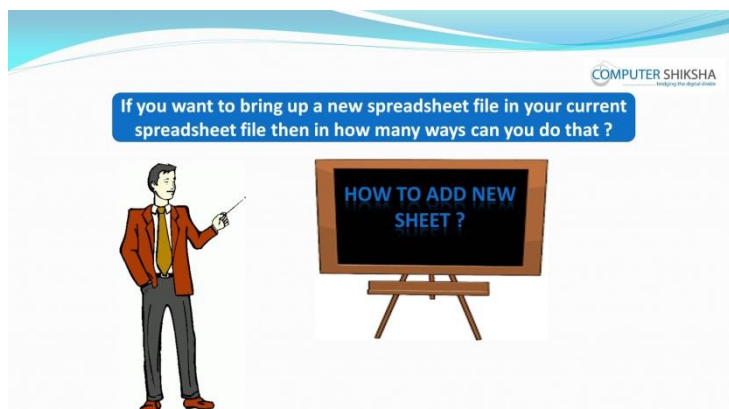
Stop video here and ask students to do as shown in the video and then play the video again.

20.To stop video time at 9 minute 38 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check and play the video again.

21.To stop video time at 9 minute 46 seconds in VLC Media Player.



Stop video here and ask there are how many methods to open a new Spreadsheet page?

Just listen to the answers and play the video again for the correct answer.

22.To stop video time at 10 minute 49 seconds in VLC Media Player.

Stop video here and ask students to take a new page with help of 'Standard toolbar' option as shown in the video and then play the video again.

23.To stop video time at 11 minute 09 seconds in VLC Media Player.

Stop video here and ask students to take a new page with help of 'File menu' as shown in the video and then play the video again.

24.To stop video time at 11 minute 40 seconds in VLC Media Player.

Stop video here and ask students to take a new page with help of 'shortcut command' as shown in the video and then play the video again.

Now just check and play the video again.

25.To stop video time at 11 minute 48 seconds in VLC Media Player.



Stop video here and ask students, how to open saved file from the computer? Just listen to the answers and play the video again for the correct answer.

26.To stop video time at 12 minute 41 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Open' option of 'Standard toolbar' as shown in the video and then play the video again.

27.To stop video time at 13 minute 05 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

28.To stop video time at 13 minute 16 seconds in VLC Media Player.

Stop video here and ask students to click on the 'File menu' and then click on 'Open' as shown in the video and then play the video again.

29.To stop video time at 13 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

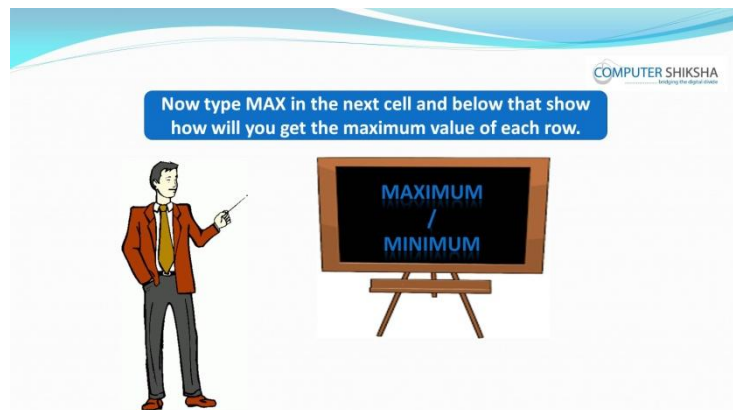
30.To stop video time at 13 minute 50 seconds in VLC Media Player.

Stop video here and ask students to use the shortcut command as explained in the video and then play the video again.

31.To stop video time at 14 minute 14 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.
Now just check and play the video again.

32.To stop video time at 14 minute 30 seconds in VLC Media Player.



Stop video here and ask students to find the maximum number in the data and then play the video again.

33.To stop video time at 15 minute 36 seconds in VLC Media Player.

Stop video here and ask students to use the 'Maximum' formula as shown in the video and then play the video again.

34.To stop video time at 16 minute 42 seconds in VLC Media Player.

Stop video here and ask students to get the 'maximum' value for all the columns as shown in the video.

Now just check whether they have found out the 'Maximum' value or not and play the video again.

35.To stop video time at 16 minute 52 seconds in VLC Media Player.



Stop video here and ask if they know why we use ‘Document as email’
Just listen to the answers and play the video again for the correct answer.

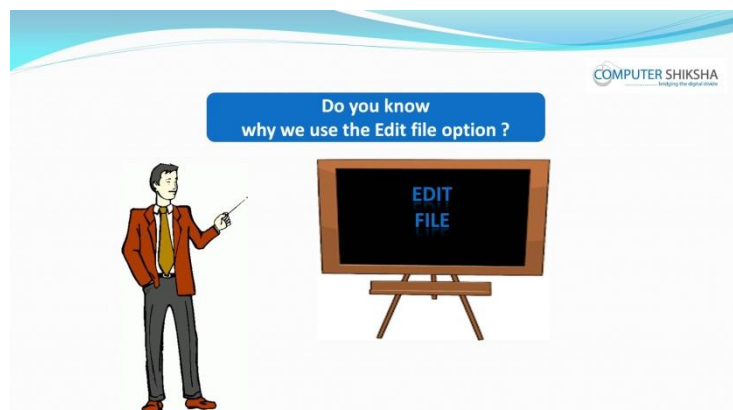
36.To stop video time at 18 minute 06 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘Document as email’ option of
‘Standard toolbar’ as shown in the video and then play the video again.

37.To stop video time at 18 minute 43 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.
Now just check whether they have used the ‘Document as email’ option or not
and play the video again.

38.To stop video time at 18 minute 48 seconds in VLC Media Player.



Stop video here and ask if they know why we use ‘Edit file’
Just listen to the answers and play the video again for the correct answer.

39.To stop video time at 19 minute 42 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Edit file' option of 'Standard toolbar' as shown in the video and then play the video again.

40.To stop video time at 20 minute 18 seconds in VLC Media Player.

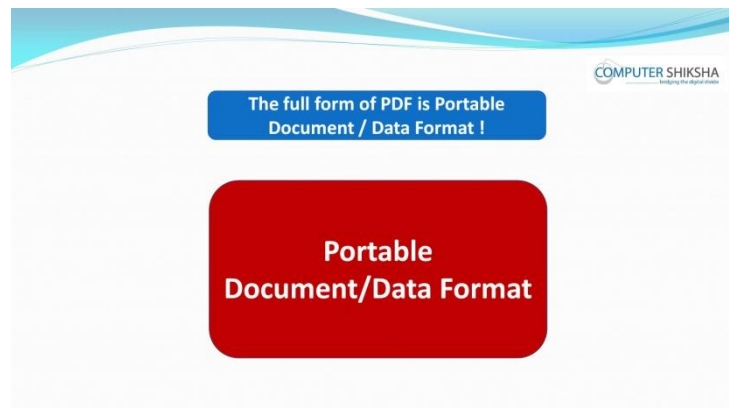
Stop video here and ask students to edit file as shown in the video and then play the video again.

41.To stop video time at 20 minute 35 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Edit file' option or not and play the video again.

42.To stop video time at 21 minute 04 seconds in VLC Media Player.



Stop video here and ask students if they know the full form of the pdf and then play the video again.

43.To stop video time at 22 minute 06 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Pdf directly' option of 'Standard toolbar' as shown in the video and then play the video again.

44.To stop video time at 22 minute 56 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

45.To stop video time at 23 minute 16 seconds in VLC Media Player.

Stop video here and ask students to click on the 'File menu' and then click on 'Export' option as shown in the video and then play the video again.

46.To stop video time at 24 minute 29 seconds in VLC Media Player.

Stop video here and ask students to set the password as shown in the video and then play the video again.

47.To stop video time at 25 minute 27 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they've created pdf file or not and then play the video again.

48.To stop video time at 25 minute 45 seconds in VLC Media Player.

Stop video here and ask students to use 'IF' formula and then play the video again.

49.To stop video time at 26 minute 13 seconds in VLC Media Player.

Stop video here and ask students to type equal symbol and 'if' in column as shown in the video and then play the video again.

50.To stop video time at 27 minute 29 seconds in VLC Media Player.

Stop video here and ask students to type condition which they want to apply as shown in the video and then play the video again.

51.To stop video time at 27 minute 55 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

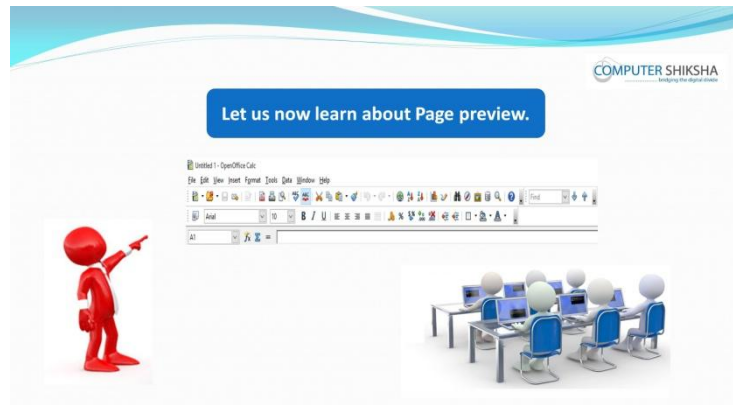
Now just check whether they have applied 'IF' formula or not and then and play the video again.

52.To stop video time at 28minute 37 seconds in VLC Media Player.

Stop video here and ask students to use 'Print directly' option.

Now just check and play the video again.

53.To stop video time at 28 minute 43 seconds in VLC Media Player.



Stop video here and tell students to learn about the ‘Page preview’ and then play the video again.

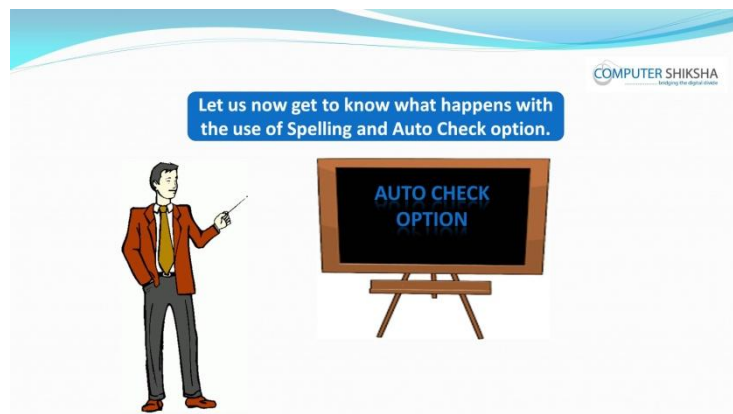
54.To stop video time at 29 minute 23 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘print preview’ option of ‘Standard toolbar as shown in the video and then play the video again.

55.To stop video time at 29 minute 58 seconds in VLC Media Player.

Stop video here and ask students to do normal view as shown in the video and then play the video again.

56.To stop video time at 30 minute 08 seconds in VLC Media Player.



Stop video here and ask if they know what is ‘Spelling and Auto check’? Just listen to the answers and play the video again for the correct answer.

57.To stop video time at 21minute 06 seconds in VLC Media Player.

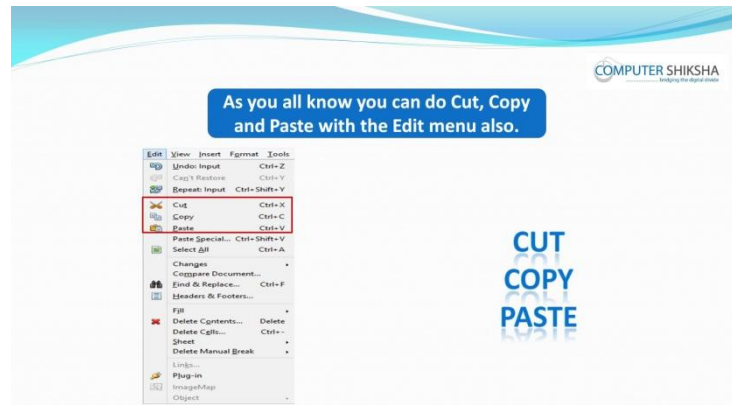
Stop video here and ask students to do as shown in the video and then play the video again.

58.To stop video time at 32 minute 16 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the ‘Auto check’ option or not and then play the video again.

59.To stop video time at 32 minute 24 seconds in VLC Media Player.



Stop video here and tell the students to learn about the ‘Copy, Paste and Cut’ and then play the video again.

60.To stop video time at 34 minute 03 seconds in VLC Media Player.

Stop video here and ask students to do ‘Cut and Paste’ as shown in the video and then play the video again.

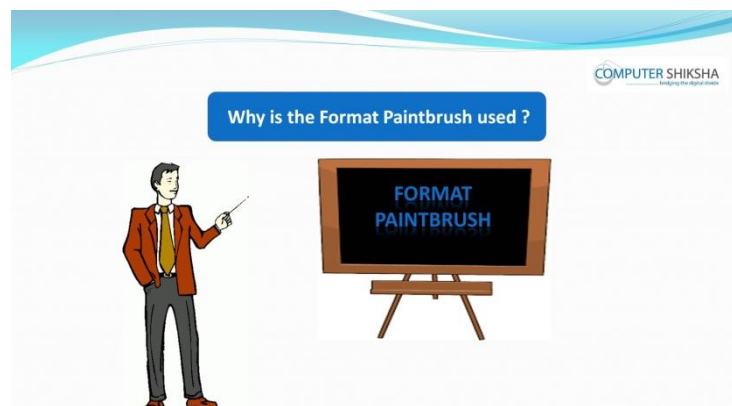
61.To stop video time at 34 minute 46 seconds in VLC Media Player.

Stop video here and ask students to do ‘Copy and Paste’ as shown in the video and then play the video again.

62.To stop video time at 35 minute 17 seconds in VLC Media Player.

Stop video here and check whether they have used ‘Copy, Cut and Paste’ option or not and then play the video again.

63.To stop video time at 35 minute 22 seconds in VLC Media Player.



Stop video here and ask why we use 'Format paintbrush'

Just listen to the answers and play the video again for the correct answer.

64.To stop video time at 36 minute 15 seconds in VLC Media Player.

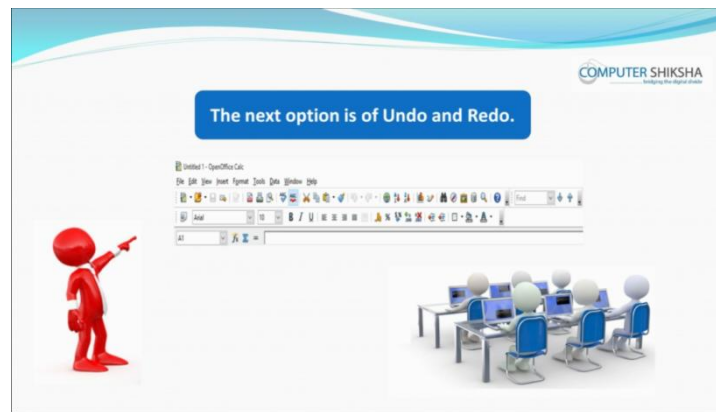
Stop video here and ask students to apply the highlighting color as shown in the video and then play the video again.

65.To stop video time at 37 minute 07 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the format paintbrush or not and play the video again.

66.To stop video time at 37 minute 10 seconds in VLC Media Player.



Stop video here and ask students to do 'Undo and Redo' and then play the video again.

67.To stop video time at 38 minute 00 seconds in VLC Media Player.

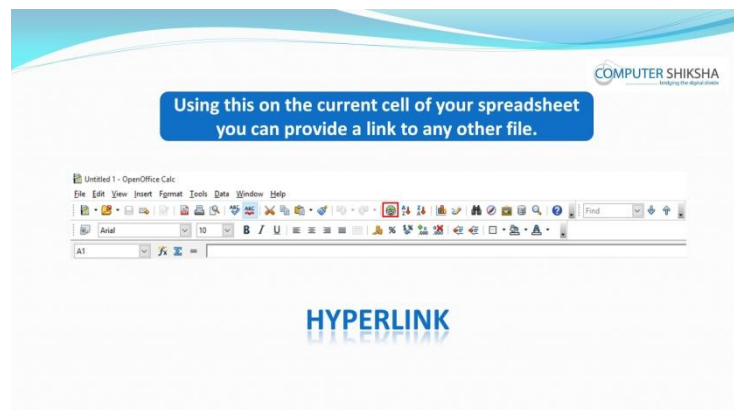
Stop video here and ask students to do 'Undo' as shown in the video and then play the video again.

68.To stop video time at 38 minute 48 seconds in VLC Media Player.

Stop video here and ask students to do redo as shown in the video.

Now just check whether they have done 'Undo and 'Redo' or not and then play the video again.

69.To stop video time at 39 minute 01 seconds in VLC Media Player.



Stop video here and ask students to insert a 'Hyperlink' in a cell and then play the video again.

70.To stop video time at 40 minute 00 seconds in VLC Media Player.

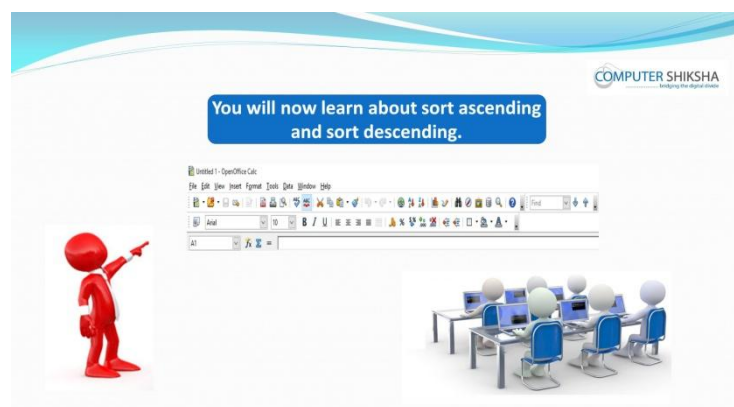
Stop video here and ask students to do as shown in the video and then play the video again.

71.To stop video time at 40 minute 21 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have inserted 'Hyperlink' or not and play the video again.

72.To stop video time at 40 minute 27 seconds in VLC Media Player.



Stop video here and ask students to learn about the 'Ascending' and Descending order' and then play the video again.

73.To stop video time at 41 minute 12 seconds in VLC Media Player.

Stop video here and ask students to arrange the data in ascending order and then play the video again.

74.To stop video time at 41 minute 41 seconds in VLC Media Player.

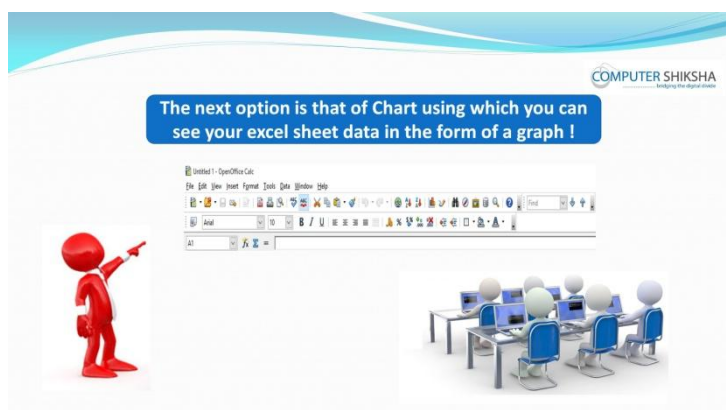
Stop video here and ask students to arrange the data in ascending order and then play the video again.

75.To stop video time at 42 minute 59 seconds in VLC Media Player.

Stop video here and ask students to arrange the data in ascending and descending order as shown in the video.

Now just check whether they have arranged the data in ascending and descending order or not and then play the video again.

76.To stop video time at 43 minute 11 seconds in VLC Media Player.



Stop video here and ask students to use the 'Chart' option and then play the video again.

77.To stop video time at 43 minute 53 seconds in VLC Media Player.

Stop video here and ask students to open the 'Chart wizard' as shown in the video and then play the video again.

78.To stop video time at 44 minute 21 seconds in VLC Media Player.

Stop video here and ask students to select the data as shown in the video and then play the video again.

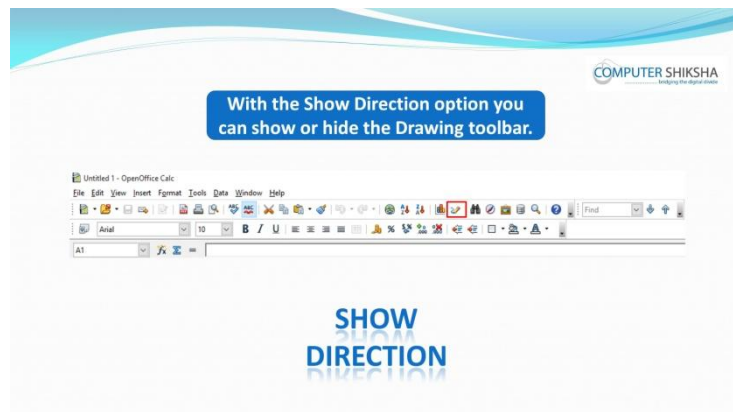
79.To stop video time at 45 minute 06 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘Next’ button as shown in the video and then play the video again.

80.To stop video time at 46 minute 10 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.
Now just check and play the video again.

81.To stop video time at 46 minute 17 seconds in VLC Media Player.



Stop video here and ask students to use the ‘Show direction’ option and then play the video again.

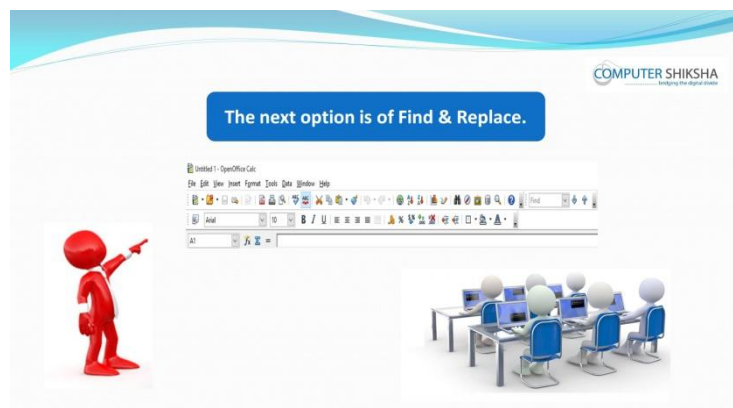
82.To stop video time at 46 minute 42 seconds in VLC Media Player.

Stop video here and ask students to click on the on ‘show draw direction’ as shown in the video and then play the video again.

83.To stop video time at 47 minute 23 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.
Now just check and play the video again.

84.To stop video time at 47 minute 28 seconds in VLC Media Player.



Stop video here and ask students to use 'Find and replace' option and then play the video again.

85.To stop video time at 48 minute 13 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Find and replace' option as shown in the video and then play the video again.

86.To stop video time at 49 minute 08 seconds in VLC Media Player.

Stop video here and ask students to replace the number as shown in the video. Now just check whether they have replaced the number or not and then play the video again.

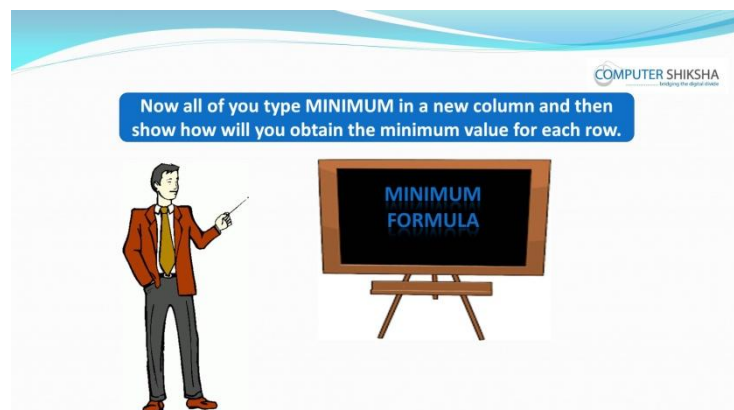
87.To stop video time at 46 minute 57 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Navigator' option as shown in the video and then play the video again.

88.To stop video time at 52 minute 50 seconds in VLC Media Player.

Stop video here and ask students to check the spreadsheet option by using 'Navigator' option as shown in the video. Now just check and play the video again.

89.To stop video time at 53 minute 00 seconds in VLC Media Player.



Stop video here and ask students to find the 'Minimum' value in the data and then play the video again.

90.To stop video time at 53 minute 36 seconds in VLC Media Player.

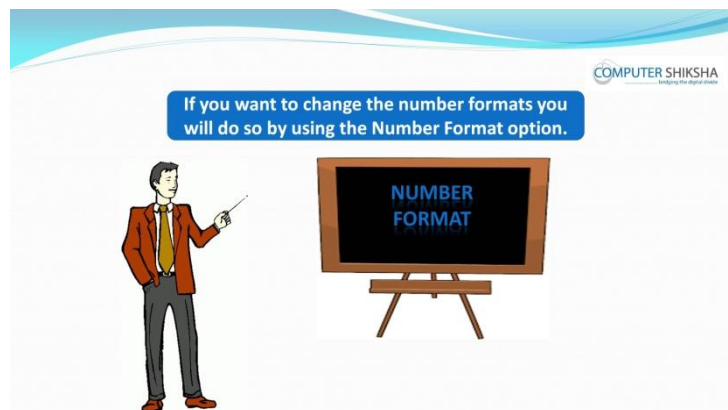
Stop video here and ask students to do as shown in the video and then play the video again.

91.To stop video time at 54 minute 09 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Stop video here and check whether they've found the minimum value or not and then play the video again.

92.To stop video time at 51 minute 32 seconds in VLC Media Player.



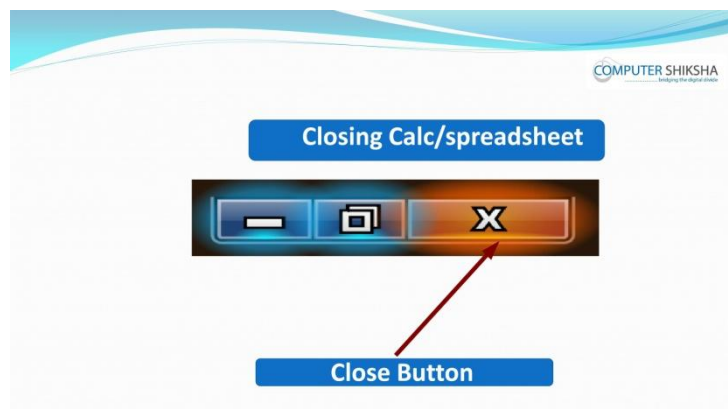
Stop video here and ask students to change the number format of the number as shown in the video and then play the video again.

93.To stop video time at 56 minute 08 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have changed the number format or not and then play the video again.

94.To stop video time at 56 minute 18 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 2

- ✓ What is 'Standard toolbar'?
- ✓ Why we use 'Standard toolbar'?
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- ✓ How to use 'Sum' formula?
- ✓ Why we use 'Spelling and Grammar' option?
- ✓ How to use 'Maximum' formula?
- ✓ How to use 'Minimum' formula?
- ✓ Why we use 'LCM' formula?
- ✓ Why we use 'GCD' formula?
- ✓ Why we use 'Fact' formula?
- ✓ Why we use 'Number format'?
- ✓ What is use of 'Sort ascending and sort descending'?

Now let's start video.

95.To stop video time at 29 seconds in VLC Media Player.



Stop video here and ask if they can tell how many sheets are there by default in 'Spreadsheet'?

Just listen to the answers and play the video again for the correct answer.

96.To stop video time at 39 seconds in VLC Media Player.



Stop video here and ask if they know which all options can be seen in ‘Status bar’?

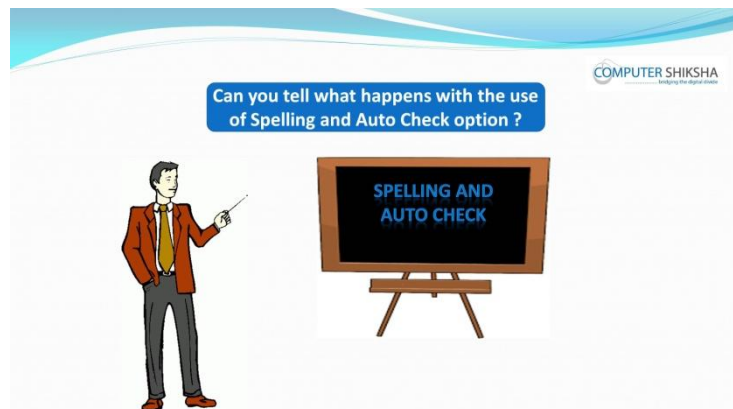
Just listen to the answers and play the video again for the correct answer.

97.To stop video time at 58 seconds in VLC Media Player.

Stop video here and ask if they can tell what is the maximum count of row /columns and sheets in a Spreadsheet?

Just listen to the answers and play the video again for the correct answer.

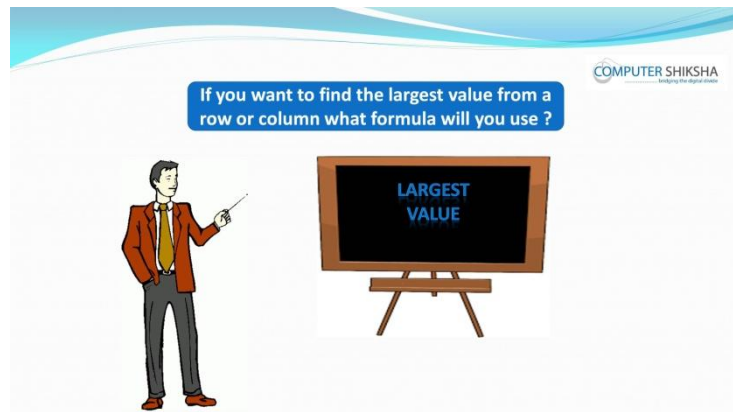
98.To stop video time at 1 minute 40 seconds in VLC Media Player.



Stop video here and ask if they know what happens by ‘Spell check’?

Just listen to the answers and play the video again for the correct answer.

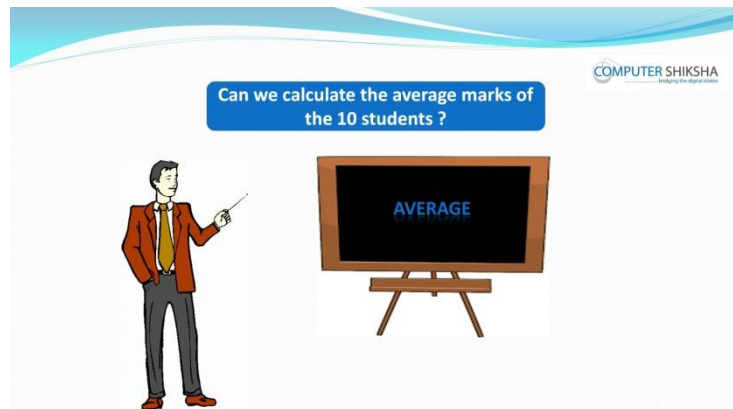
99.To stop video time at 2 minute 08 seconds in VLC Media Player.



Stop video here and ask if they know which formula is used to find out the maximum value from the data?

Just listen to the answers and play the video again for the correct answer.

100. To stop video time at 2 minute 18 seconds in VLC Media Player.



Stop video here and ask if they can find out the 'Average value'?

Just listen to the answers and play the video again for the correct answer.

101. To stop video time at 2 minute 36 seconds in VLC Media Player.



Stop video here and ask if they know how many methods are there to save a file?

Just listen to the answers and play the video again for the correct answer.

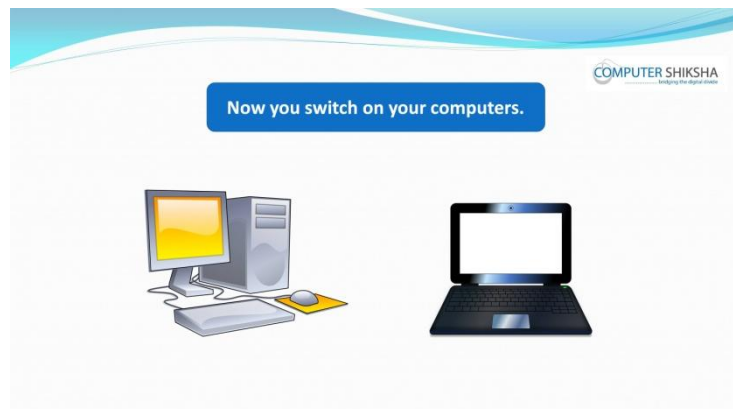
102. To stop video time at 3 minute 02 seconds in VLC Media Player.



Stop video here and ask if they know what happens by 'Odd and Even' formula?

Just listen to the answers and play the video again for the correct answer.

103. To stop video time at 3 minute 45 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the 'Spreadsheet file' and then play the video again.

104. To stop video time at 4 minute 24 seconds in VLC Media Player.


Next you type some data in your spreadsheet file or copy the table being shown to you in the picture.

	A	B	C	D
1	Product	Qtr 1	Qtr 2	Grand Total
2	Book	565	900	1465
3	Pen	178	300	478
4	Register	1200	1600	2800
5	Plane Paper	248	500	748
6	Biscuits	798	1500	2298
7	Chocolate	345	700	1045
8	Total	3334	5500	8834

Stop video here and ask them to type the given data which is shown in video.
Now just check and play the video again.

105. To stop video time at 4 minute 30 seconds in VLC Media Player.

And then you use the Standard Toolbar to save your file on the desktop.



Stop video here and ask them to save the document and then play the video again.

106. To stop video time at 6 minute 00 seconds in VLC Media Player.

Stop video here and ask them to save their file as shown in the video and then play the video again.

107. To stop video time at 6 minute 09 seconds in VLC Media Player.

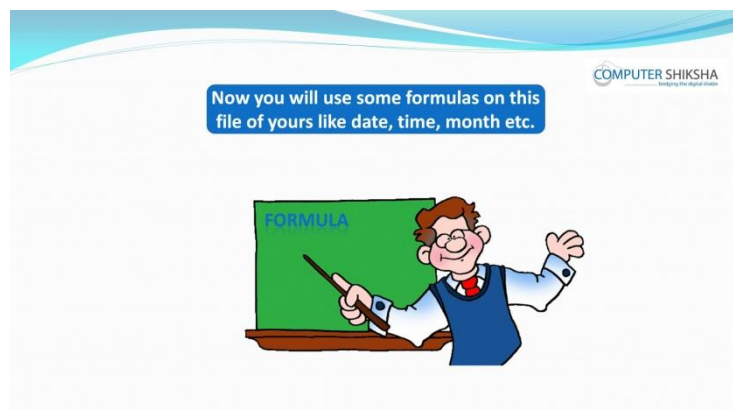


Stop video here and ask them to take a new file and then play the video again.

108. To stop video time at 6 minute 50 seconds in VLC Media Player.

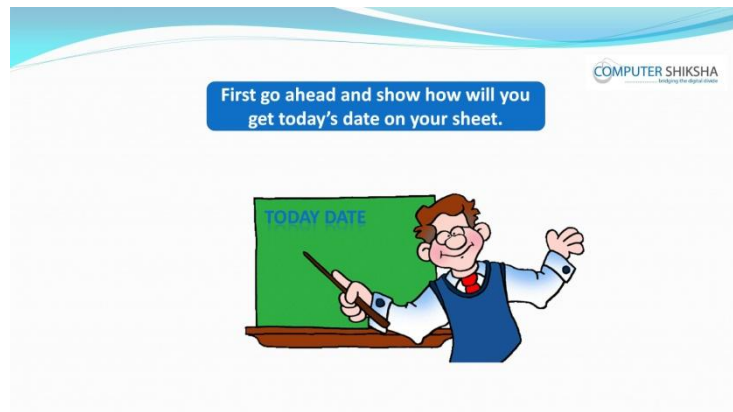
Stop video here and ask students to take the new page as shown in the video.
Now just check and whether they have taken the new page or not and then play the video again.

109. To stop video time at 7 minute 02 seconds in VLC Media Player.



Stop video here and ask students to find out today's Date, Month and Time and then play the video again.

110. To stop video time at 7 minute 17 seconds in VLC Media Player.



Stop video here and ask students to find out the 'Date' as shown in the video and then play the video again.

111. To stop video time at 8 minute 50 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

112. To stop video time at 9 minute 44 seconds in VLC Media Player.

Stop video here and ask students to find out the 'Date' as shown in the video and then play the video again.

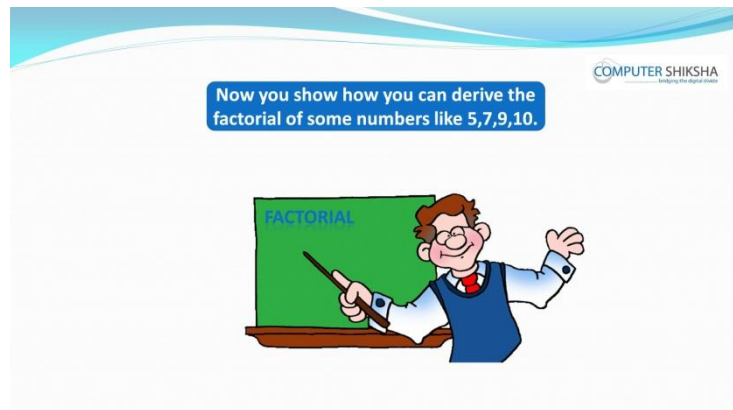
113. To stop video time at 10 minute 16 seconds in VLC Media Player.

Stop video here and ask students to find out the 'Month' as shown in the video and then play the video again.

114. To stop video time at 11 minute 48 seconds in VLC Media Player.

Stop video here and ask students to find out the 'Time' as shown in the video. Now just check whether they have found out the 'Date, Month and Time' or not and then play the video again.

115. To stop video time at 12 minute 04 seconds in VLC Media Player.



Stop video here and ask students to calculate the factorial of the given numbers and then play the video again.

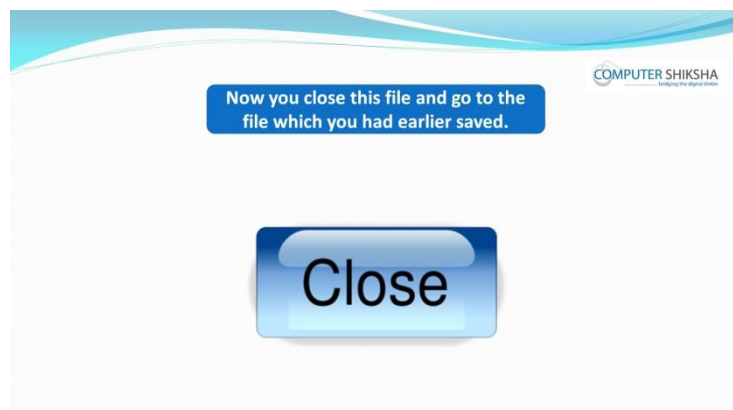
116. To stop video time at 13 minute 27 seconds in VLC Media Player.

Stop video here and ask students to type out some numbers and then find out the factorial number as shown in the video and then play the video again.

117. To stop video time at 14 minute 58 seconds in VLC Media Player.

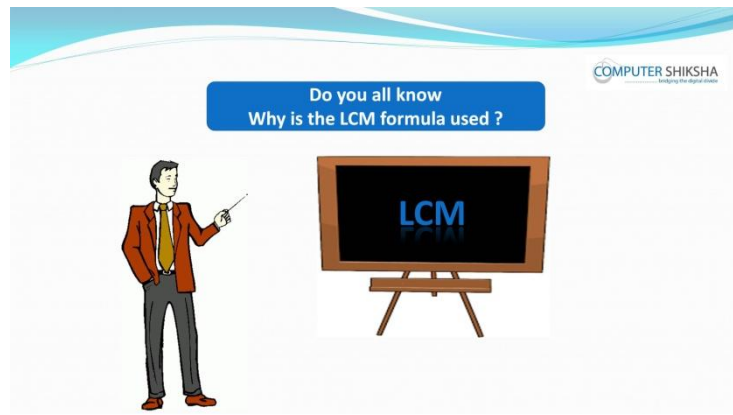
Stop video here and check whether they've found the factorial of these numbers or not and then play the video again.

118. To stop video time at 15 minute 05 seconds in VLC Media Player.



Stop video here and ask students to close their second file and then play the video again.

119. To stop video time at 15 minute 26 seconds in VLC Media Player.



Stop video here and ask if they know why we use 'LCM' formula?
Just listen to the answers and play the video again for the correct answer.

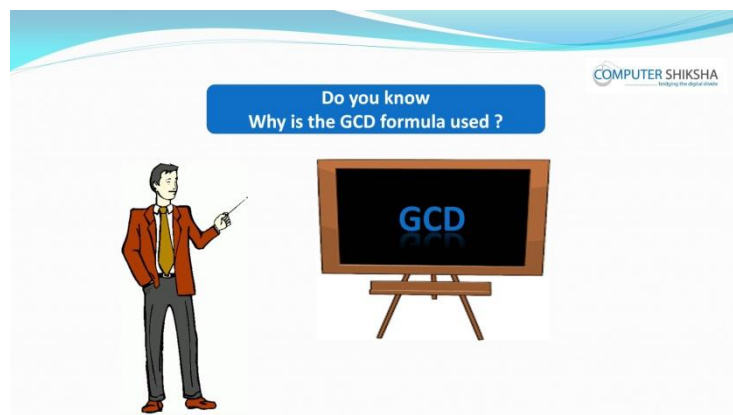
120. To stop video time at 16 minute 12 seconds in VLC Media Player.

Stop video here and ask students to type number as shown in the video and then play the video again.

121. To stop video time at 18 minute 02 seconds in VLC Media Player.

Stop video here and ask students to calculate 'LCM' as shown in the video.
Now just check and play the video again.

122. To stop video time at 18 minute 58 seconds in VLC Media Player.

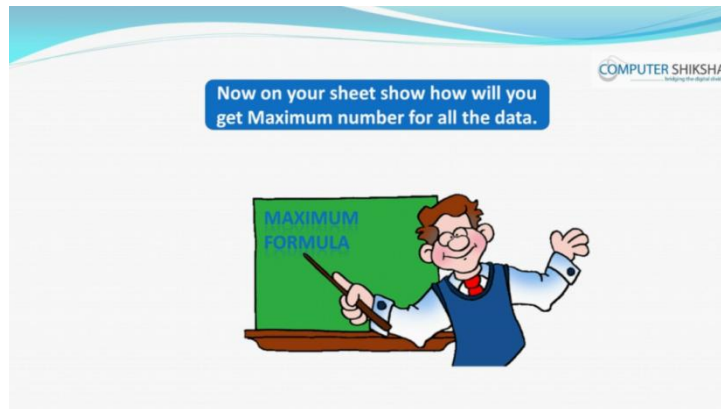


Stop video here and ask if they know why we use 'GCD' formula?
Just listen to the answers and play the video again for the correct answer.

123. To stop video time at 20 minute 46 seconds in VLC Media Player.

Stop video here and ask students to calculate 'GCD' as shown in the video.
Now just check and play the video again.

124. To stop video time at 21 minute 00 seconds in VLC Media Player.



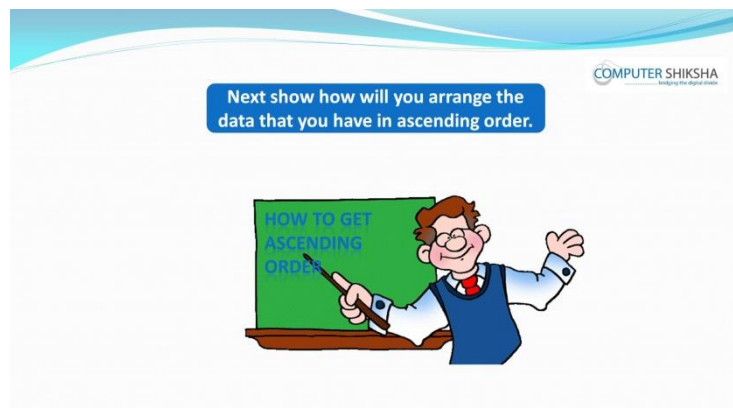
Stop video here and ask students to find out maximum value and then play the video again.

125. To stop video time at 22 minute 28 seconds in VLC Media Player.

Stop video here and ask to find out the maximum formula as shown in the video.

Now just check whether they've found out the maximum number or not and then play the video again.

126. To stop video time at 22 minute 39seconds in VLC Media Player.



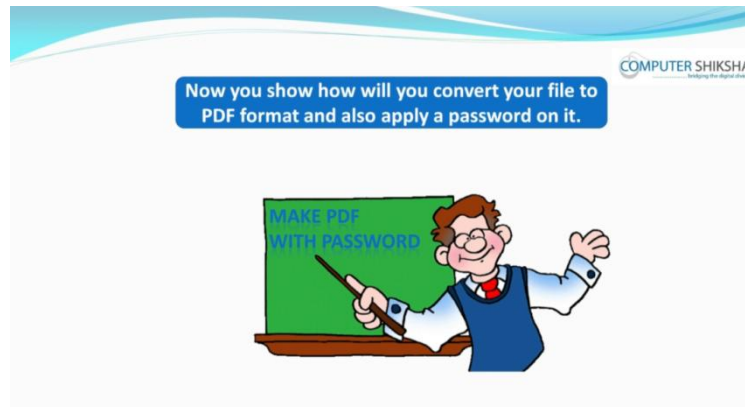
Stop video here and ask students to arrange data in 'Ascending order' and then play the video again.

127. To stop video time at 23 minute 58 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have arranged the data in ascending order or not and then play the video again.

128. To stop video time at 24 minute 09 seconds in VLC Media Player.



Stop video here and ask students to create a pdf file with password and then play the video again.

129. To stop video time at 24 minute 40 seconds in VLC Media Player.

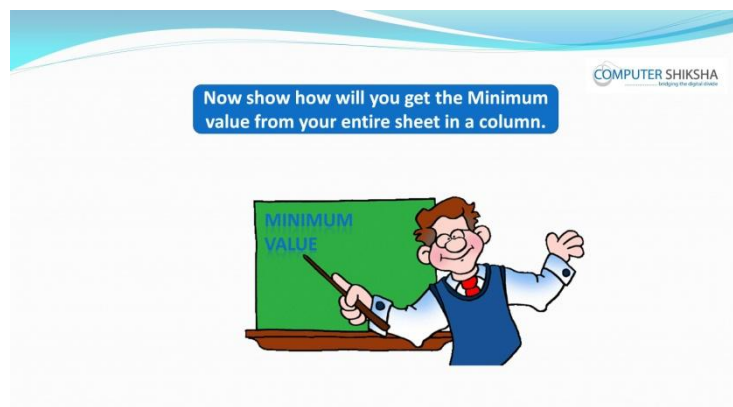
Stop video here and ask students to click on the 'File menu' and then click on the 'Export as pdf' option as shown in the video and then play the video again.

130. To stop video time at 26 minute 30 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have created the pdf file or not and then play the video again.

131. To stop video time at 26 minute 38 seconds in VLC Media Player.

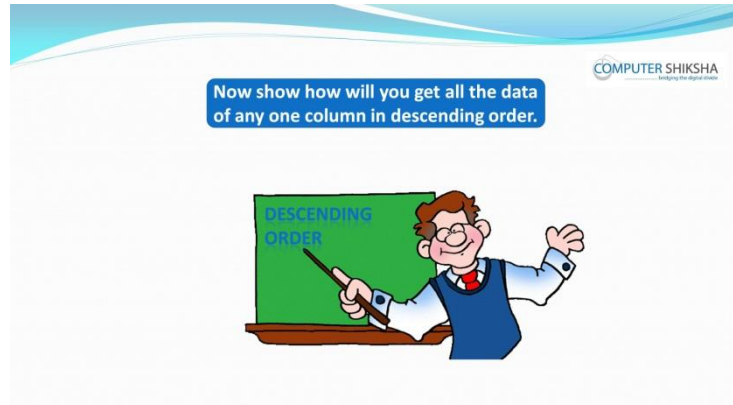


Stop video here and ask students to find out minimum value and then play the video again.

132. To stop video time at 27 minute 43 seconds in VLC Media Player.

Stop video here and check whether they've found out the minimum number or not and then play the video again.

133. To stop video time at 27 minute 51 seconds in VLC Media Player.



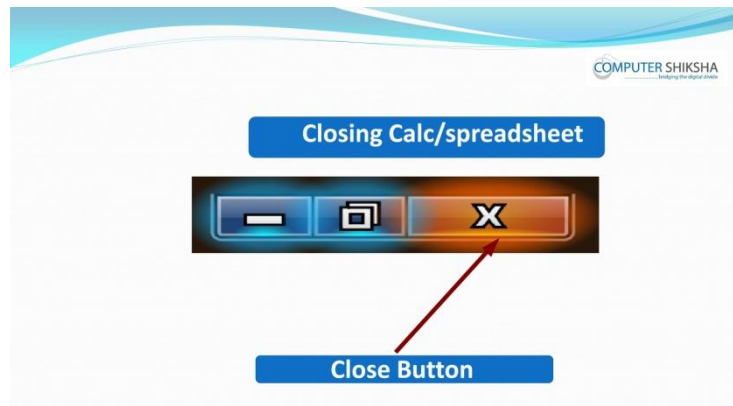
Stop video here and ask students to arrange data in ‘Descending order’ and then play the video again.

134. To stop video time at 29 minute 08 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have arranged the data in descending order or not and then play the video again.

135. To stop video time at 29 minute 18 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 3

- ✓ Why we use 'Template'?
- ✓ Why we use 'Property'?
- ✓ How to open 'Spreadsheet file' in internet browser?
- ✓ If you have to send Spreadsheet files which option should we use?
- ✓ Why we use 'Paste special'?
- ✓ Why we use 'Sheet' option?
- ✓ Why we use 'Compare document'?
- ✓ What happens by 'Delete manual'?
- ✓ How to use 'Manual break'?
- ✓ How to find out 'Date, Time and Month'?
- ✓ How to find 'Weekday'?
- ✓ How to find 'Leap year'?
- ✓ How to find out 'Days in month'?
- ✓ How to find out 'Week in Year'?
- ✓ How to calculate the days in a period?
- ✓ How to open any file with help of 'Standard toolbar'

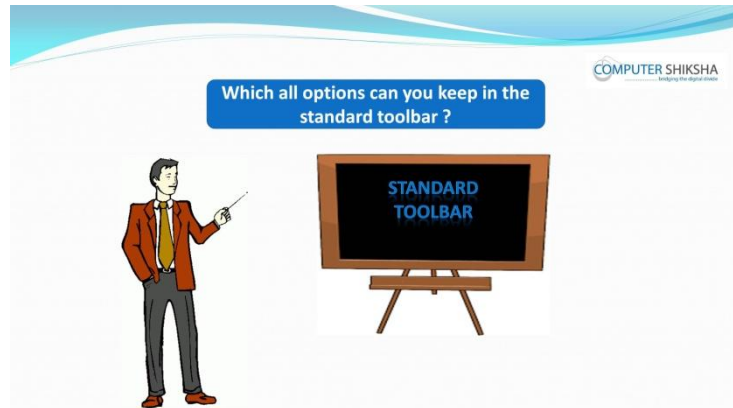
Now let's start video.

136. To stop video time at 21 seconds in VLC Media Player.



Stop video here and ask if they know what they had learnt in the previous class?
Just listen to the answers and play the video again for the correct answer.

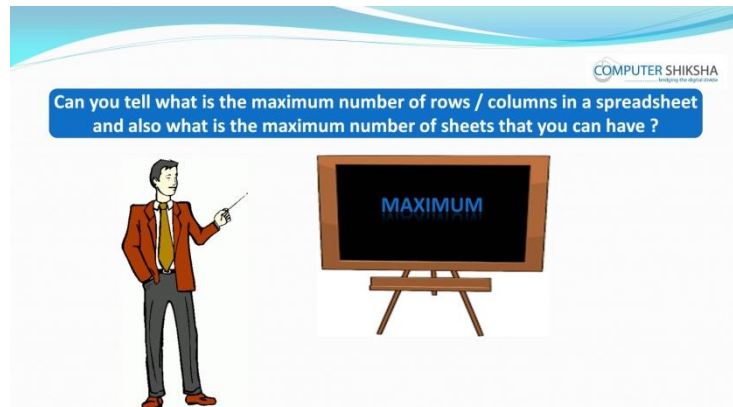
137. To stop video time at 31 seconds in VLC Media Player.



Stop video here and ask if they know which option can be kept in ‘Standard toolbar’?

Just listen to the answers and play the video again for the correct answer.

138. To stop video time at 54 seconds in VLC Media Player.



Stop video here and ask if they know how many ‘Rows and columns’ are there in a ‘Spreadsheet’?

Just listen to the answers and play the video again for the correct answer.

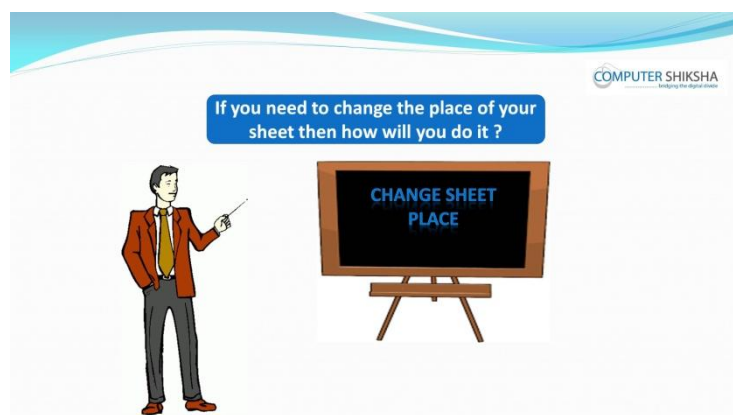
139. To stop video time at 1 minute 41 seconds in VLC Media Player.



Stop video here and ask if they know how to change sheet name?

Just listen to the answers and play the video again for the correct answer.

140. To stop video time at 2 minute 17 seconds in VLC Media Player.



Stop video here and ask if they know how to use move sheet option in spreadsheet?

Just listen to the answers and play the video again for the correct answer.

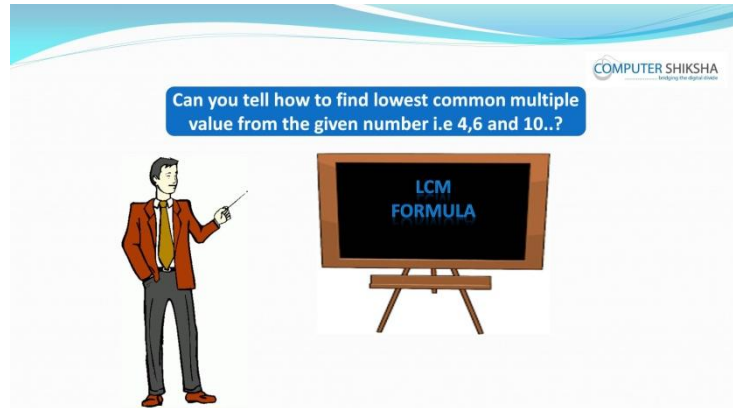
141. To stop video time at 2 minute 50 seconds in VLC Media Player.



Stop video here and ask what they need to arrange data in A to Z sequence?

Just listen to the answers and play the video again for the correct answer.

142. To stop video time at 3 minute 17 seconds in VLC Media Player.



Stop video here and ask if they know what needs to be done to find out L.C.M of 4, 6 and 10 and what would be the L.C.M of these numbers?

Just listen to the answers and play the video again for the correct answer.

143. To stop video time at 3 minute 44 seconds in VLC Media Player.



Stop video here and ask how can they change number to currency/symbol?

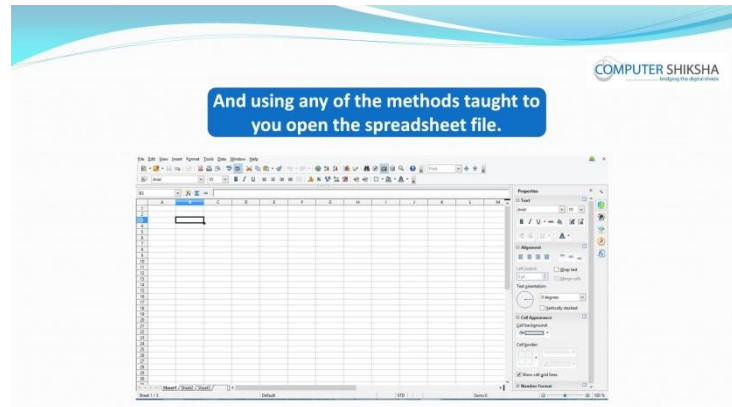
Just listen to the answers and play the video again for the correct answer.

144. To stop video time at 4 minute 07 seconds in VLC Media Player.



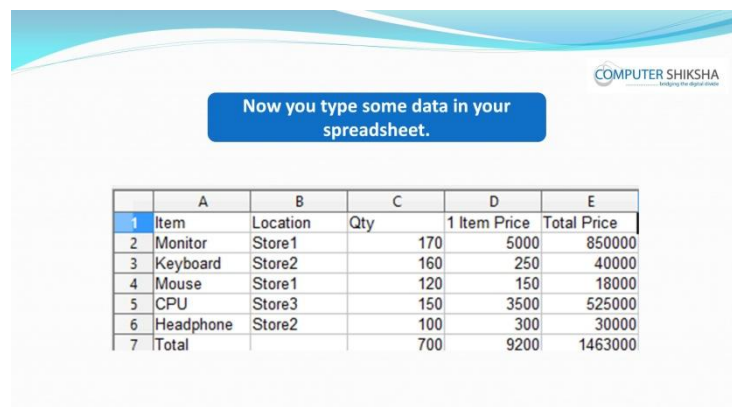
Stop video here and ask if they know why do we use ‘GCD’ formula?
Just listen to the answers and play the video again for the correct answer.

145. To stop video time at 4 minute 34 seconds in VLC Media Player.



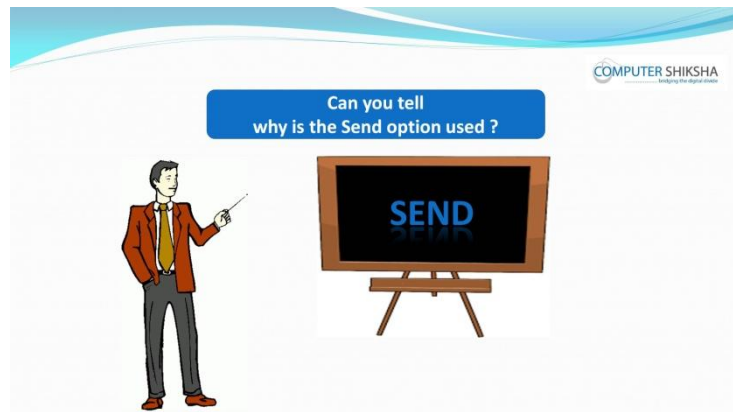
Stop video here and ask students to turn on the computer and open the ‘Spreadsheet file’ and then play the video again.

146. To stop video time at 5 minute 10 seconds in VLC Media Player.



Stop video here and ask them to type the given data which is shown in video.
Now just check and play the video again.

147. To stop video time at 5 minute 22 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use ‘Send’ option?
Just listen to the answers and play the video again for the correct answer.

148. To stop video time at 6 minute 21 seconds in VLC Media Player.

Stop video here and ask students to click on ‘File’ menu and then click on ‘Document as email’ option as shown in the video and then play the video again.

149. To stop video time at 7 minute 20 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.
Now just check whether they have used the ‘Send’ option or not and then play the video again.

150. To stop video time at 7 minute 31 seconds in VLC Media Player.



Stop video here and ask if they know what is ‘Properties’ option?

Just listen to the answers and play the video again for the correct answer.

151. To stop video time at 8 minute 32 seconds in VLC Media Player.

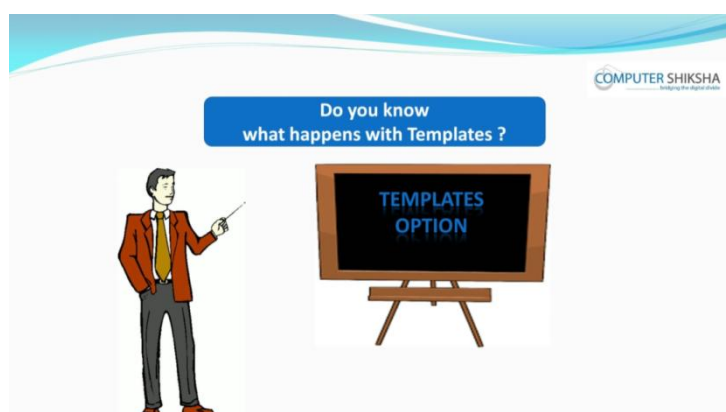
Stop video here and ask students to click on 'File' menu and then click on 'Properties' option as shown in the video and then play the video again.

152. To stop video time at 11 minute 20 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Stop video here and check whether they've used 'Properties' option or not and then play the video again.

153. To stop video time at 11 minute 27 seconds in VLC Media Player.



Stop video here and ask if they know what is 'Templates'?

Just listen to the answers and play the video again for the correct answer.

154. To stop video time at 12 minute 24 seconds in VLC Media Player.

Stop video here and ask students to click on 'File' menu and then click on 'Template' option as shown in the video and then play the video again.

155. To stop video time at 12 minute 41 seconds in VLC Media Player.

Stop video here and ask students to give name of the Template as shown in the video and then play the video again.

156. To stop video time at 13 minute 03 seconds in VLC Media Player.

Stop video here and ask students to click on 'File' menu and then click on 'Template' and after that click on 'Organize' option as shown in the video and then play the video again.

157. To stop video time at 14 minute 00 seconds in VLC Media Player.

Stop video here and ask students to save the data as shown in the video and then play the video again.

158. To stop video time at 14 minute 54 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have created the 'Template' and play the video again.

159. To stop video time at 15 minute 07 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Preview in web browser'? Just listen to the answers and play the video again for the correct answer.

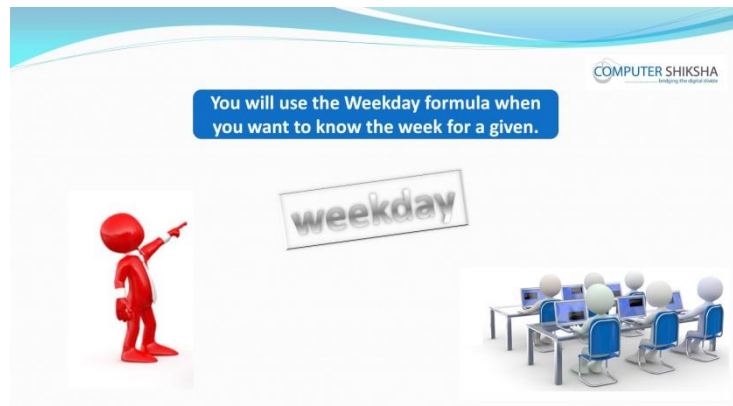
160. To stop video time at 16 minute 03 seconds in VLC Media Player.

Stop video here and ask students to click on 'File' menu and then click on 'Preview in web browser' option as shown in the video and then play the video again.

161. To stop video time at 16 minute 50 seconds in VLC Media Player.

Now just check whether they have used the 'Preview in web browser' option or not and then play the video again.

162. To stop video time at 18 minute 03 seconds in VLC Media Player.



Stop video here and ask students to apply 'Weekday' formula as shown in the video and then play the video again.

163. To stop video time at 19 minute 22 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

164. To stop video time at 22 minute 08 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they've found out the 'Weekday' or not and then play the video again.

165. To stop video time at 22 minute 13 seconds in VLC Media Player.



Stop video here and ask why we use 'Isleapyear' formula?

Just listen to the answers and play the video again for the correct answer.

166. To stop video time at 25 minute 20 seconds in VLC Media Player.

Stop video here and ask students to type some date as shown in the video and then play the video again.

167. To stop video time at 25 minute 18 seconds in VLC Media Player.

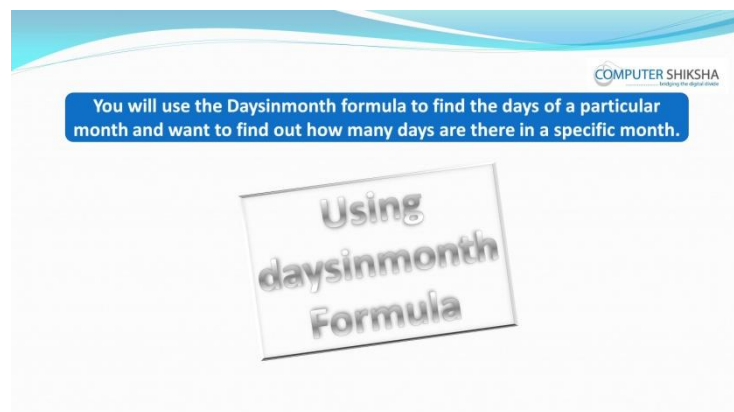
Stop video here and ask students to find out the 'Leap year' as shown in the video and then play the video again.

168. To stop video time at 26 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they've found out the 'Leap year' or not and then play the video again.

169. To stop video time at 26 minute 54 seconds in VLC Media Player.

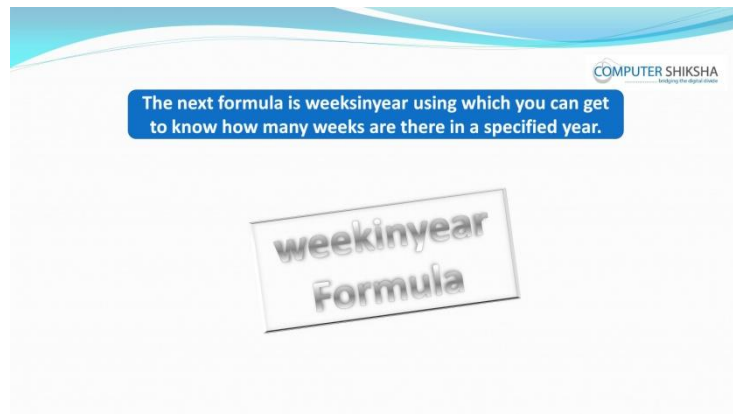


Stop video here and ask students to find out the days and as shown in the video and then play the video again.

170. To stop video time at 29 minute 12 seconds in VLC Media Player.

Stop video here and check whether they've found out the 'Days' or not and then play the video again.

171. To stop video time at 29 minute 25 seconds in VLC Media Player.



Stop video here and ask students to count the Weeks and then play the video again.

172. To stop video time at 31 minute 42 seconds in VLC Media Player.

Stop video here and ask students to count the weeks as shown in the video. Now just check whether they have found out the weeks or not and then play the video again.

173. To stop video time at 31 minute 52 seconds in VLC Media Player.



Stop video here and ask students to find out the days between two dates using 'Days' formula and then play the video again.

174. To stop video time at 33 minute 36 seconds in VLC Media Player.

Stop video here and ask students to count the Days between two dates as shown in the video and then play the video again.

175. To stop video time at 34 minute 20 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have counted the days or not and then play the video again.

176. To stop video time at 36 minute 03 seconds in VLC Media Player.

Stop video here and ask students to type year as shown in the video and then play the video again.

177. To stop video time at 36 minute 52 seconds in VLC Media Player.

Stop video here and ask students to count the year as shown in the video and then play the video again.

178. To stop video time at 39 minute 57 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have counted the year or not and then play the video again.

179. To stop video time at 40 minute 20 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Paste special'

Just listen to the answers and play the video again for the correct answer.

180. To stop video time at 41 minute 22 seconds in VLC Media Player.

Stop video here and ask students to do 'Copy and Paste' as shown in the video and then play the video again.

181. To stop video time at 41 minute 53 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

182. To stop video time at 42 minute 19 seconds in VLC Media Player.

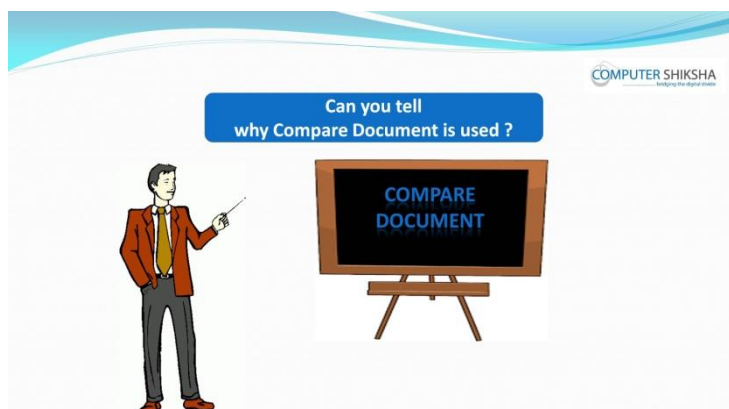
Stop video here and ask students to do as shown in the video and then play the video again.

183. To stop video time at 43 minute 31 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Paste special' or not and then play the video again.

184. To stop video time at 43 minute 42 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Compare document' Just listen to the answers and play the video again for the correct answer.

185. To stop video time at 44 minute 58 seconds in VLC Media Player.

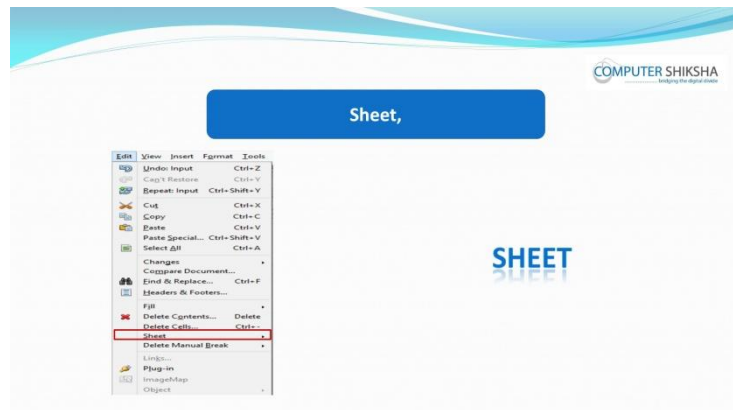
Stop video here and ask students to click on 'Edit' menu and then click on 'Compare document' as shown in the video and then play the video again.

186. To stop video time at 46 minute 53 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Stop video here and check whether they've used the 'Compare document' or not and then play the video again.

187. To stop video time at 46 minute 59 seconds in VLC Media Player.



Stop video here and inform students that next option is ‘Sheet’ and then play the video again.

188. To stop video time at 47 minute 52 seconds in VLC Media Player.

Stop video here and ask students to click on ‘Edit’ menu and then click on ‘Compare document as shown in the video and then play the video again.

189. To stop video time at 48 minute 22 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

190. To stop video time at 49 minute 20 seconds in VLC Media Player.

Stop video here and ask students to move Sheet1 in the end and as shown in the video and then play the video again.

191. To stop video time at 49 minute 44 seconds in VLC Media Player.

Stop video here and ask students to delete the sheet as shown in the video and then play the video again.

192. To stop video time at 51 minute 31 seconds in VLC Media Player.

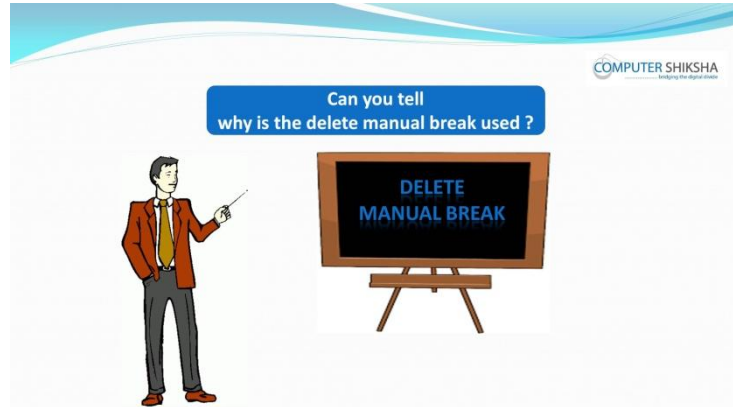
Stop video here and ask students to copy the sheet as shown in the video and then play the video again.

193. To stop video time at 52 minute 07 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used 'Sheet' option or not and then play the video again.

194. To stop video time at 52 minute 57 seconds in VLC Media Player.



Stop video here and ask if they can tell why the 'Delete Manual break' option is used?

Just listen to the answers and play the video again for the correct answer.

195. To stop video time at 53 minute 25 seconds in VLC Media Player.

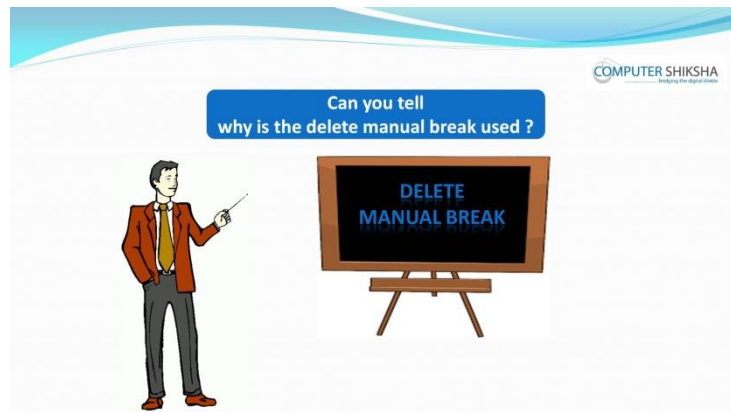
Stop video here and ask students to do 'Row' and 'Column' break as shown in the video and then play the video again.

196. To stop video time at 55 minute 31 seconds in VLC Media Player.

Stop video here and ask students to delete the row and column as shown in the video.

Now just check whether they have done the practice of 'Row' and 'Column' and then play the video again.

197. To stop video time at 55 minute 40 seconds in VLC Media Player.



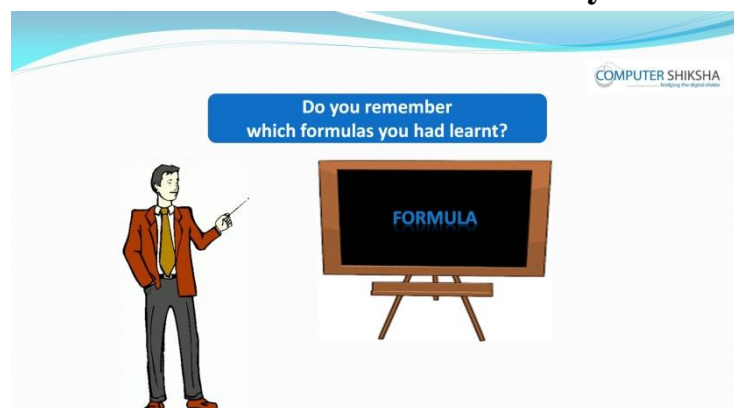
Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 4

- ✓ Why we use 'Template'?
- ✓ Why we use 'Property'?
- ✓ How to open 'Spreadsheet file' in internet browser?
- ✓ If you have to send Spreadsheet files which option should we use?
- ✓ Why we use 'Paste special'?
- ✓ Why we use 'Network day'?
- ✓ Why we use 'Compare document'?
- ✓ What happens by 'Delete manual'?
- ✓ How to use 'Manual break'?
- ✓ How to find out 'Date, Time and Month'?
- ✓ How to find 'Weekday'?
- ✓ How to find 'Leap year'?
- ✓ How to find out 'Days in month'?
- ✓ How to find out 'Week in Year'?
- ✓ How to calculate the days in a period?
- ✓ How to open any file with help of 'Standard toolbar'

Now let's start video.

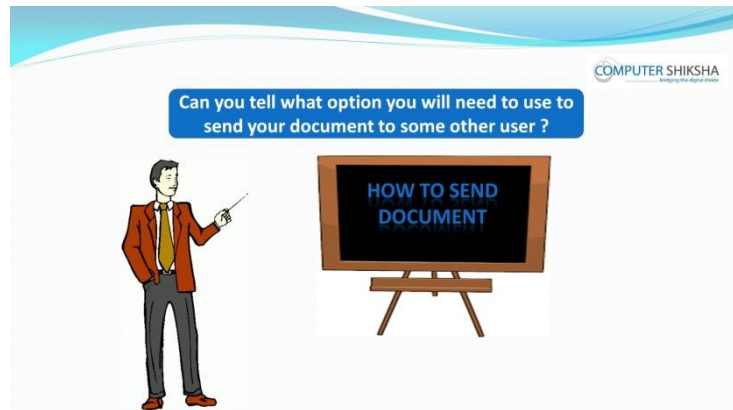
1. To stop video time at 32 seconds in VLC Media Player.



Stop video here and ask if they know which types of formulae they've learnt in the previous class?

Just listen to the answers and play the video again for the correct answer.

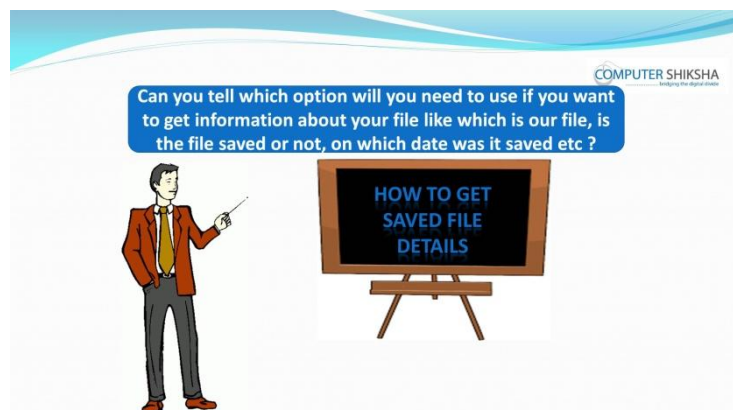
2. To stop video time at 48 seconds in VLC Media Player.



Stop video here and ask them if they need to send their document to other people, what should they do?

Just listen to the answers and play the video again for the correct answer.

3. To stop video time at 1 minute 15 seconds in VLC Media Player.



Stop video here and ask if they know what they should do, if they want to know all the details of the files?

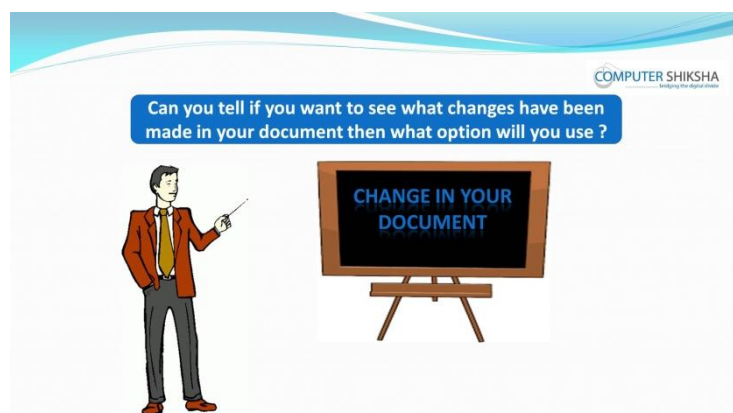
Just listen to the answers and play the video again for the correct answer.

4. To stop video time at 1 minute 11 seconds in VLC Media Player.



Stop video here and ask if they can tell why we do the 'Page break preview'? Just listen to the answers and play the video again for the correct answer.

5. To stop video time at 1 minute 51 seconds in VLC Media Player.



Stop video here and ask if they can tell which option we should use to see the changes in the documents?

Just listen to the answers and play the video again for the correct answer.

6. To stop video time at 2 minute 06 seconds in VLC Media Player.



Stop video here and ask why we use 'Paste special'?

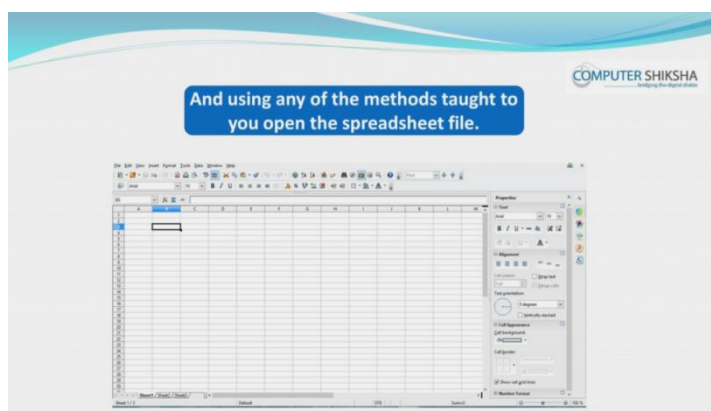
Just listen to the answers and play the video again for the correct answer.

7. To stop video time at 2 minute 26 seconds in VLC Media Player.



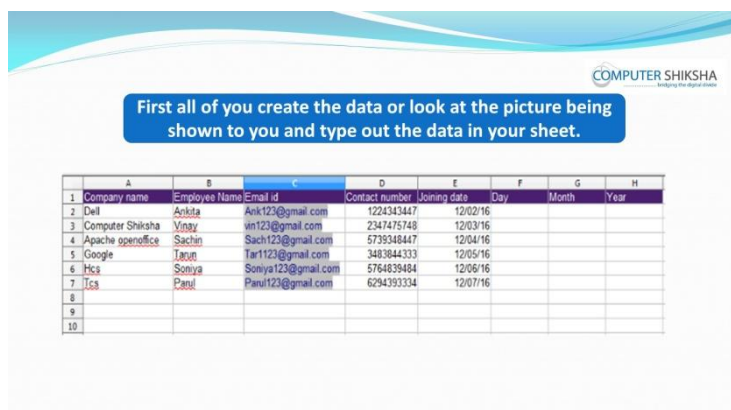
Stop video here and ask if they can tell what they need to do to delete sheets?
Just listen to the answers and play the video again for the correct answer.

8. To stop video time at 2 minute 43 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the
'Spreadsheet file' and then play the video again.

9. To stop video time at 3 minute 14 seconds in VLC Media Player.



Stop video here and ask them to type the given data which is shown in video.
Now just check and play the video again.

10.To stop video time at 3 minute 19 seconds in VLC Media Player.

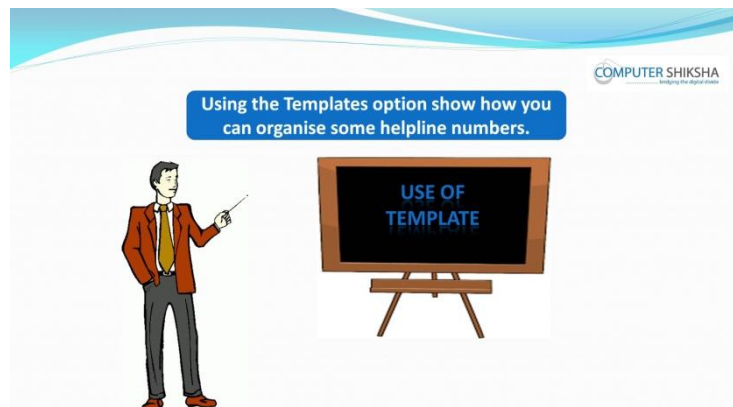


Stop video here and ask students to save their file and then play the video again.

11.To stop video time at 4 minute 42 seconds in VLC Media Player.

Stop video here and check whether they've saved their file or not and then play the video again.

12.To stop video time at 5 minute 01 seconds in VLC Media Player.



Stop video here and ask students to create some helpline with help of 'Template' 'such as 'Police helpline', 'Women helpline' and 'Computer Shiksha helpline' and then play the video again.

13.To stop video time at 5 minute 38 seconds in VLC Media Player.

Stop video here and tell students to click on File and then select 'Template' and after that click on 'Save' option as shown in the video and then play the video again.

14.To stop video time at 8 minute 07 seconds in VLC Media Player.

Stop video here and ask students to create list of helpline as shown in video and then play the video again.

15.To stop video time at 8 minute 49 seconds in VLC Media Player.

Stop video here and ask students to save the helpline list as shown in the video and then play the video again.

16.To stop video time at 9 minute 24 seconds in VLC Media Player.

Stop video here and check whether they have created the 'Templates' or not and then play the video again.

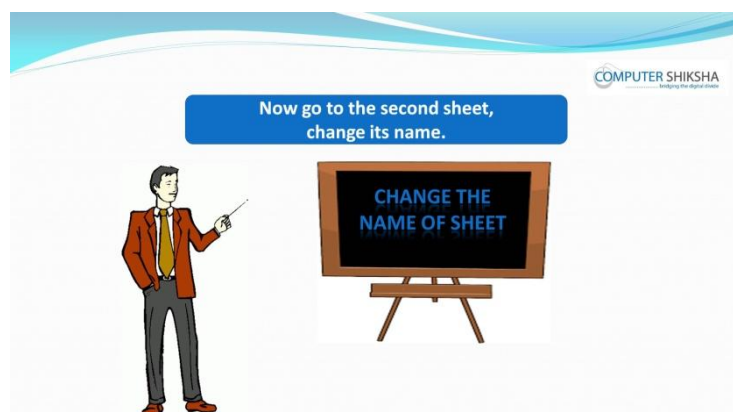
17.To stop video time at 9 minute 42 seconds in VLC Media Player.

Stop video here and ask students to use 'Header' option and type out 'practice classes' in the header box and then play the video again.

18.To stop video time at 9 minute 58 seconds in VLC Media Player.

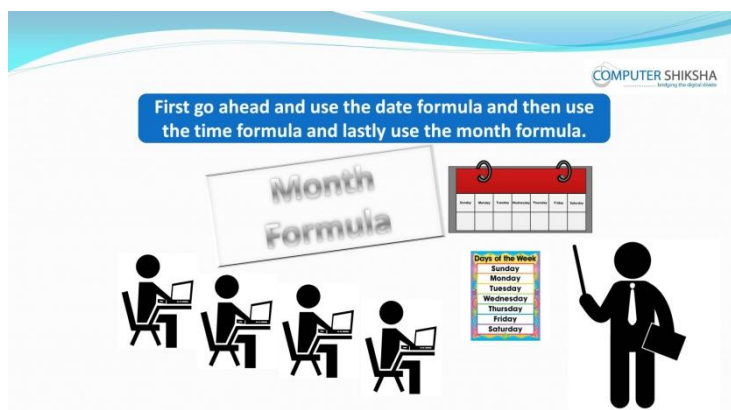
Stop video here and ask students to check sheet number and inform the teacher which sheet they are working on?

19.To stop video time at 10 minute 18 seconds in VLC Media Player.



Stop video here and ask students to change the sheet number and type out the given formula which shown in the in the video and then play the video again.

20.To stop video time at 10 minute 48 seconds in VLC Media Player.



Stop video here and ask students to find out the ‘Day name’, ‘Month’ name, and ‘Year’ on the second sheet and then play the video again.

21.To stop video time at 12 minute 36 seconds in VLC Media Player.

Stop video here and ask students to find out the day name as shown in the video and then play the video again.

22.To stop video time at 12 minute 49 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

23.To stop video time at 13 minute 30 seconds in VLC Media Player.

Stop video here and ask students to find out the month name as shown in the video and then play the video again.

24.To stop video time at 13 minute 52 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

25.To stop video time at 15 minute 25 seconds in VLC Media Player.

Stop video here and ask students to find out the ‘Year’ as shown in the video and then play the video again.

26.To stop video time at 15 minute 55 seconds in VLC Media Player.

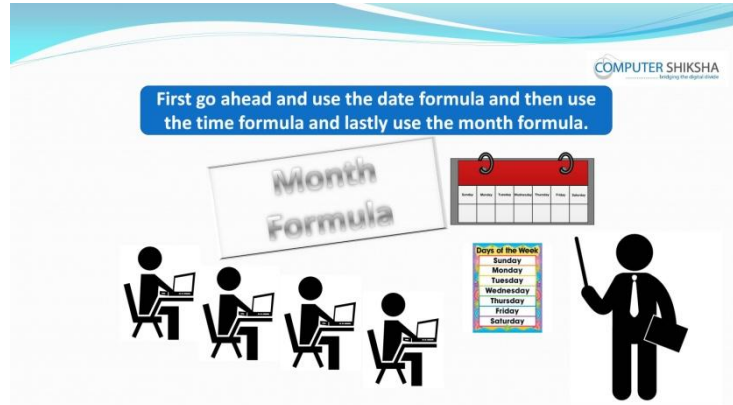
Stop video here and ask students to do as shown in the video.

Now just check whether they have found out ‘Date Time &Month’ and play the video again.

27.To stop video time at 13 minute 46 seconds in VLC Media Player.

Stop video here and ask students to change the name of the second sheet and practice some formula such as 'Weekday', 'Isleapyear', 'Daysinmonth' and 'Weeksinyear' etc and then play the video again.

28.To stop video time at 16 minute 14 seconds in VLC Media Player.



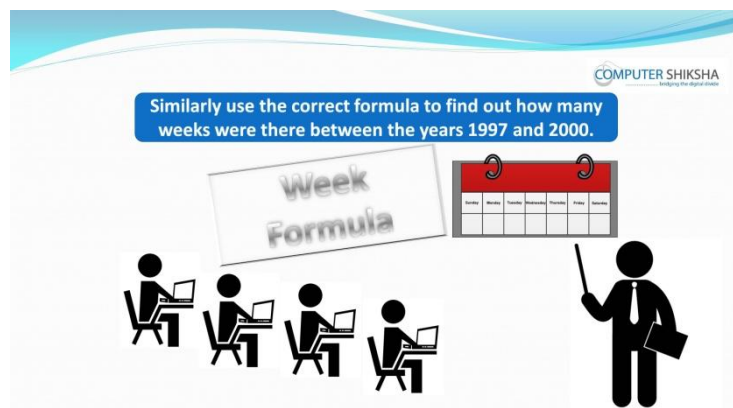
Stop video here and ask students to do the practice of 'Weekday' formula as shown in the video.

29.To stop video time at 17 minute 32 seconds in VLC Media Player.

Stop video here and ask students to find out Weekday of the given date which is shown in the video.

Now just check whether they have found the 'Weekday' or not and then play the video again.

30.To stop video time at 17 minute 46 seconds in VLC Media Player.



Stop video here and ask students to find out the 'Week' of the given date then play the video again.

31.To stop video time at 19 minute 06 seconds in VLC Media Player.

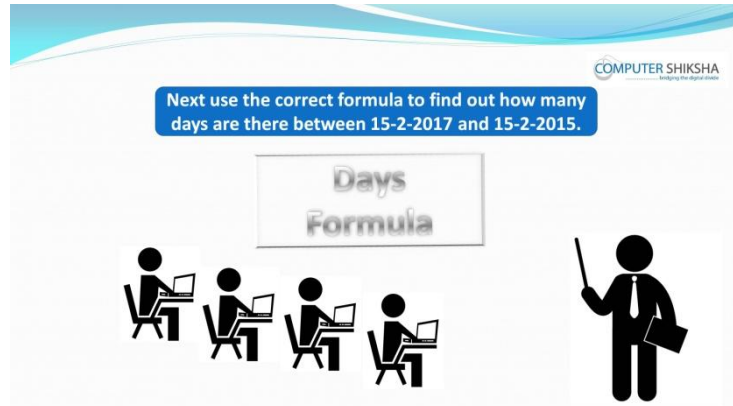
Stop video here and ask students to find out the 'Week' as shown in the video and then play video again.

32.To stop video time at 19 minute 42 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have counted the weeks or not and then play the video again.

33.To stop video time at 20 minute 00 seconds in VLC Media Player.



Stop video here and ask students to find out the days between two dates as shown in the video and then play the video again.

34.To stop video time at 21 minute 37 seconds in VLC Media Player.

Stop video here and ask students to insert the dates as shown in the video and then play the video again.

35.To stop video time at 22 minute 38 seconds in VLC Media Player.

Stop video here and ask students to calculate the days as shown in the video.

Now just check whether they have found out the days or not and then play the video again.

36.To stop video time at 22 minute 48 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Compare document' and also tell what happens with it use?

37.To stop video time at 23 minute 22 seconds in VLC Media Player.

Stop video here and ask students to click on 'Edit menu' and then click on 'Compare document' as shown in the video and then play the video again.

38.To stop video time at 25 minute 24 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the ‘Compare document’ or not and then play the video again.

39.To stop video time at 25 minute 38 seconds in VLC Media Player.



Stop video here and ask students to do practice of ‘Property’ and then play the video again.

40.To stop video time at 26 minute 11 seconds in VLC Media Player.

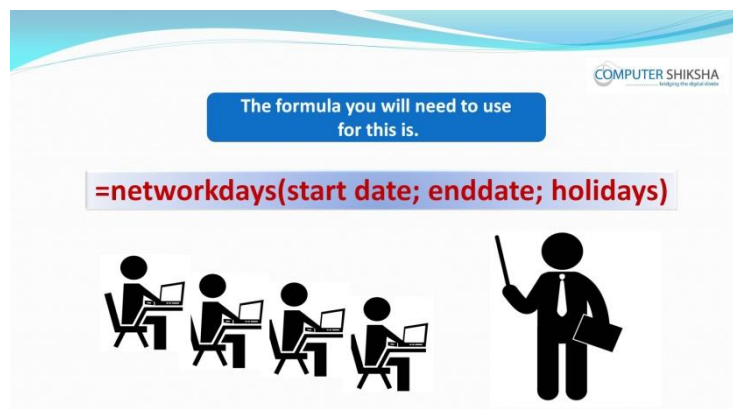
Stop video here and ask students to click on ‘File menu’ and then click on ‘Property’ as shown in the video and then play the video again.

41.To stop video time at 27 minute 06 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the ‘Property’ option or not and then play the video again.

42.To stop video time at 27 minute 47 seconds in VLC Media Player.



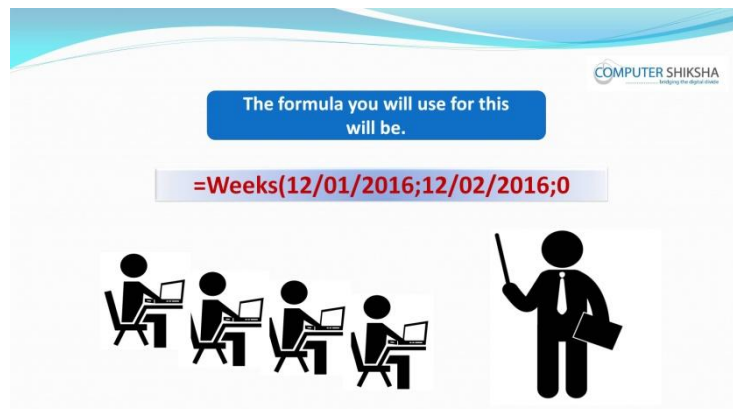
Stop video here and ask students to write the syntax of network day as shown in the video and then play the video again.

43.To stop video time at 29 minute 04 seconds in VLC Media Player.

Stop video here and ask students to find out the 'Weeks' as shown in the video and then play the video again.

Now just check and play the video again.

44.To stop video time at 29 minute 51 seconds in VLC Media Player.



Stop video here and ask students to write the syntax of 'Weeks' as shown in the video and then play the video again.

45.To stop video time at 32 minute 34 seconds in VLC Media Player.

Stop video here and ask students to find out the weeks as shown in the video and then play the video again.

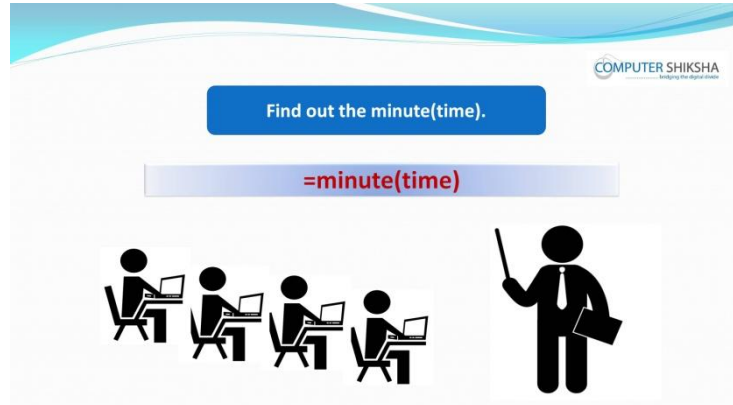
Now just check whether they have found out weeks or not and then play the video again.

46.To stop video time at 33 minute 09 seconds in VLC Media Player.



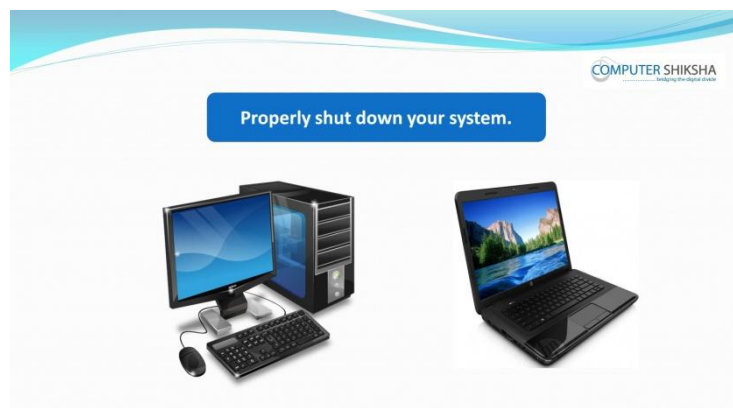
Stop video here and ask students to practice 'Days in month' formula and then play the video again.

47.To stop video time at 33 minute 18 seconds in VLC Media Player.



Stop video here and ask students to practice 'Minute' formula and then play the video again.

48.To stop video time at 33 minute 32 seconds in VLC Media Player.



Stop video here and ask students to save their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 5

- ✓ Why we use 'Link to external data'?
- ✓ Why we use 'Name' option?
- ✓ How to use 'Chart' option?
- ✓ How to use 'Object' option?
- ✓ Why we use 'Arrange' option?
- ✓ How to rotate image?
- ✓ How to do grouping the images?
- ✓ Why we use 'Count if' formula?
- ✓ Why we use 'Count ifs' formula?
- ✓ Why we use 'Sum if' formula?
- ✓ Why we use 'Sum ifs' formula?
- ✓ Why we use 'Average if' formula?
- ✓ Why we use 'Average ifs' formula?
- ✓ Why we use 'Large' formula?
- ✓ Why we use 'Small' formula?
- ✓ How to use 'Match' formula?

Now let's start video.

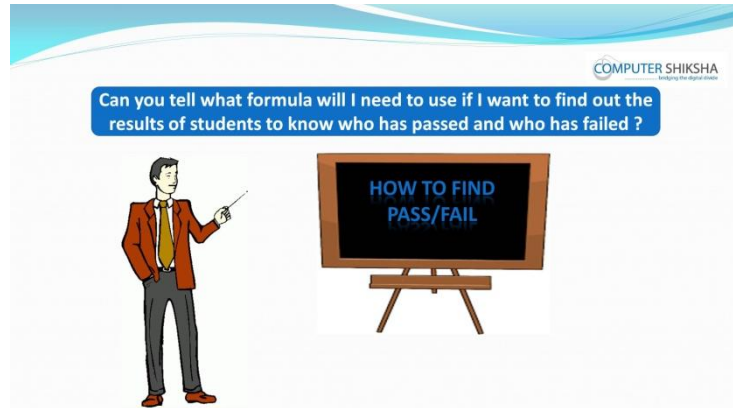
49.To stop video time at 58 seconds in VLC Media Player.



Stop video here and ask if they know which formula is used to find out the day in month?

Just listen to the answers and play the video again for the correct answer.

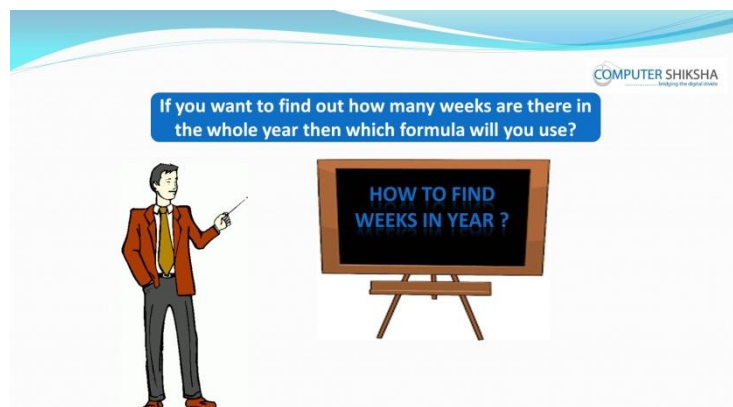
50.To stop video time at 1 minute 20 seconds in VLC Media Player.



Stop video here and ask if they know which formula is used to find out the student results with fail and pass?

Just listen to the answers and play the video again for the correct answer.

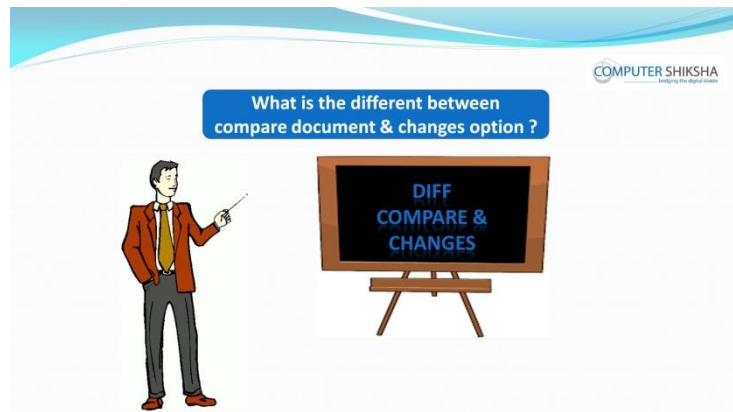
51.To stop video time at 1 minute 58 seconds in VLC Media Player.



Stop video here and ask if they know which formula will be used to calculate the numbers of week in year?

Just listen to the answers and play the video again for the correct answer.

52.To stop video time at 2 minute 31 seconds in VLC Media Player.



Stop video here and ask what is difference between ‘Compare document’ and ‘Changes’?

Just listen to the answers and play the video again for the correct answer.

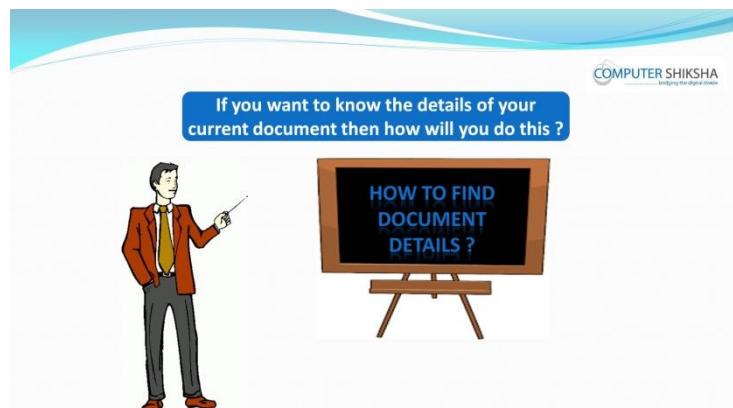
53.To stop video time at 3 minute 19 seconds in VLC Media Player.



Stop video here and ask what is the difference between ‘Paste’ and ‘Paste special’?

Just listen to the answers and play the video again for the correct answer.

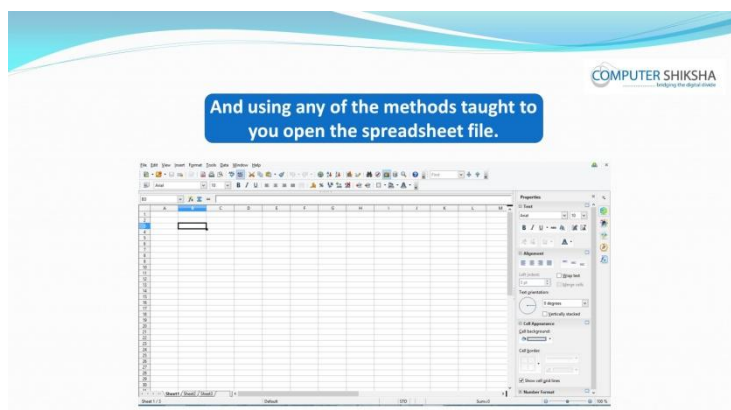
54.To stop video time at 4 minute 12 seconds in VLC Media Player.



Stop video here and ask if they know which option will be used to know all kind of the information about the file?

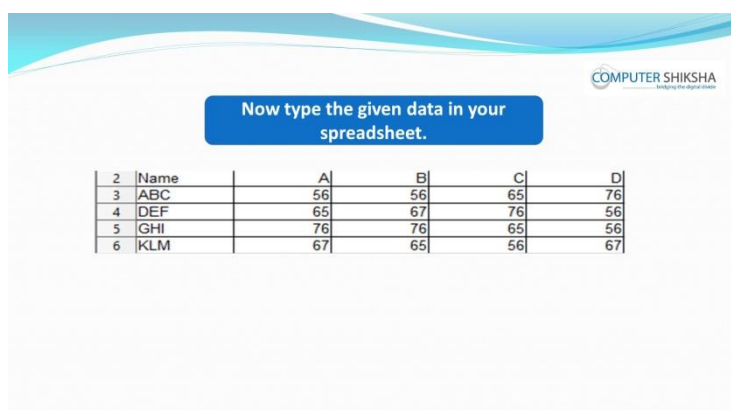
Just listen to the answers and play the video again for the correct answer.

55.To stop video time at 4 minute 35 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the 'Spreadsheet file' and then play the video again.

56.To stop video time at 5 minute 22 seconds in VLC Media Player.



Stop video here and ask them to type the given data which is shown in video. Now just check and play the video again.

57.To stop video time at 7 minute 02 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Page break preview' option as shown in the video and then play the video again.

58.To stop video time at 8 minute 33 seconds in VLC Media Player.

Stop video here and ask students to hide some options such as 'Drawing toolbar', 'Status bar', 'Formatting bar', 'Standard toolbar' and 'Formula bar' as shown in the video and then play the video again.

59.To stop video time at 9 minute 25 seconds in VLC Media Player.

Stop video here and ask students to bring back these options as shown in the video and then play the video again.

60.To stop video time at 9 minute 58 seconds in VLC Media Player.

Stop video here and ask students to hide Row and Column as shown in the video and then play the video again.

61.To stop video time at 10 minute 14 seconds in VLC Media Player.

Stop video here and ask students to show Row and Column as shown in the video and then play the video again.

62.To stop video time at 10 minute 49 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Value highlighting' and then play the video again.

63.To stop video time at 11 minute 45 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Data source' and then play the video again.

64.To stop video time at 12 minute 50 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Navigator' and then play the video again.

65.To stop video time at 13 minute 20 seconds in VLC Media Player.

Stop video here and ask students to hide and show the 'Sidebar' and then play the video again.

66.To stop video time at 13 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Full screen' and then play the video again.

67.To stop video time at 14 minute 17 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Zoom' option as shown in the video and then play again.

68.To stop video time at 14 minute 31 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Link to External'? Just listen to the answers and play the video again for the correct answer.

69.To stop video time at 16 minute 00 seconds in VLC Media Player.

Stop video here and ask students to define the data as shown in the video and then play the video again.

70. To stop video time at 16 minute 30 seconds in VLC Media Player.

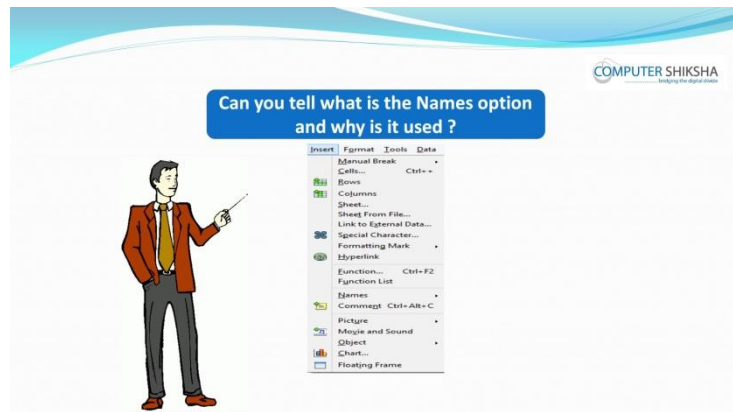
Stop video here and ask students to click on 'Insert menu' and then click on 'Link to external' option as shown in the video and then play the video again.

71.To stop video time at 17 minute 54 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Link to external' option or not and then play the video again.

72.To stop video time at 18 minute 09 seconds in VLC Media Player.



Stop video here and ask if they can tell what is 'Name' option and why we use it?

Just listen to the answers and play the video again for the correct answer.

73.To stop video time at 19 minute 48 seconds in VLC Media Player.

Stop video here and ask students to define the data as shown in the video and then play the video again.

74.To stop video time at 21 minute 30 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

75.To stop video time at 22 minute 26 seconds in VLC Media Player.

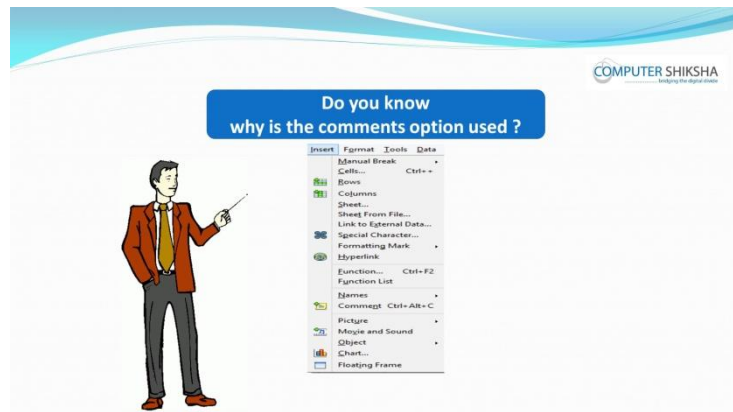
Stop video here and ask students to insert data which they had created and then play the video again.

76.To stop video time at 23 minute 18 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Name' option or not and then play the video again.

77.To stop video time at 23 minute 23 seconds in VLC Media Player.



Stop video here and ask if they know why we use 'Comment'?
Just listen to the answers and play the video again for the correct answer.

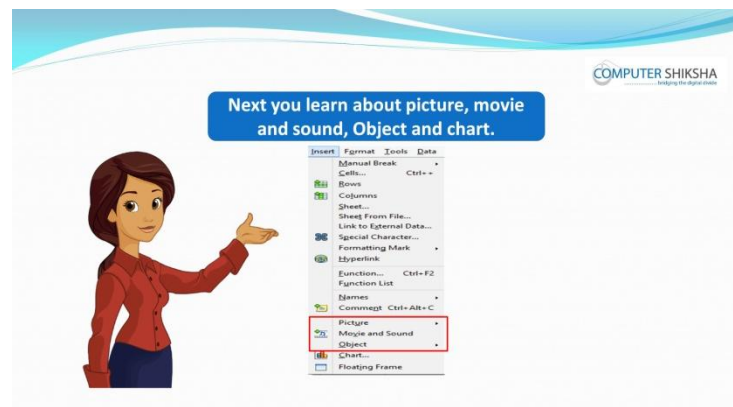
78.To stop video time at 24 minute 14 seconds in VLC Media Player.

Stop video here ask students to insert 'Comment box and type something in the box as shown in the video and then play the video again.

79.To stop video time at 26 minute 06 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.
Now just check whether they have inserted the 'Comment' or not and then play the video again.

80.To stop video time at 26 minute 20 seconds in VLC Media Player.



Stop video here and ask students to do practice of 'Picture', 'Movie and sound' and 'Chart' and then play the video again.

81.To stop video time at 27 minute 44 seconds in VLC Media Player.

Stop video here and ask students to insert a picture as shown in the video and then play the video again.

82.To stop video time at 28 minute 56 seconds in VLC Media Player.

Stop video here and ask students to insert any video as shown in the video and then play the video again.

83.To stop video time at 30 minute 08 seconds in VLC Media Player.

Stop video here and ask students to copy and paste the data on the second sheet as shown in the video and then play the video again.

84.To stop video time at 30 minute 40 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Insert menu' and then click on the 'Chart' option as shown in the video and then play the video again.

85.To stop video time at 31 minute 09 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

86.To stop video time at 32 minute 22 seconds in VLC Media Player.

Stop video here and ask students to click on the 'OK' button as shown in the video.

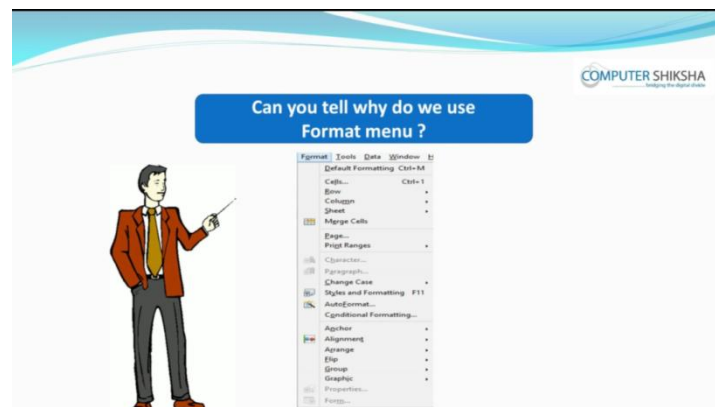
Now just check whether they have created the 'Chart' option or not and then play the video again.

87.To stop video time at 33 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

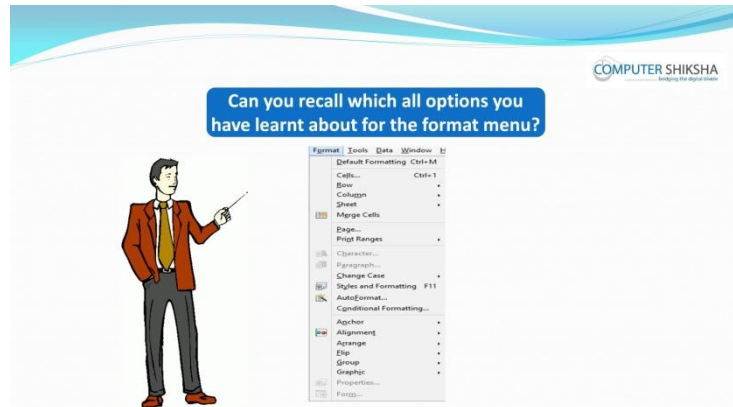
Now just check whether they have used the 'Object' option or not and then play the video again.

88.To stop video time at 33 minute 54 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Format menu'?
Just listen to the answers and play the video again for the correct answer.

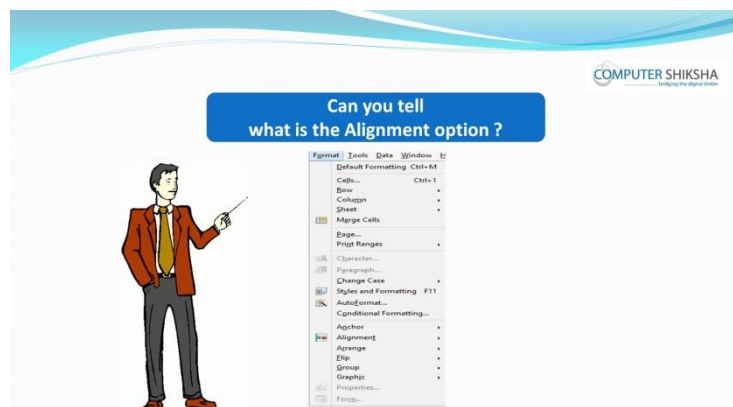
89.To stop video time at 34 minute 23 seconds in VLC Media Player.



Stop video here and ask them, if they remember which options they had learnt in 'Format menu'?

Just listen to the answers and play the video again for the correct answer.

90.To stop video time at 35 minute 04 seconds in VLC Media Player.



Stop video here and ask if they can tell what is 'Alignment'?

Just listen to the answers and play the video again for the correct answer.

91.To stop video time at 36 minute 04 seconds in VLC Media Player.

Stop video here and ask students to left align the numbers as shown in the video and then play the video again.

92.To stop video time at 36 minute 21 seconds in VLC Media Player.

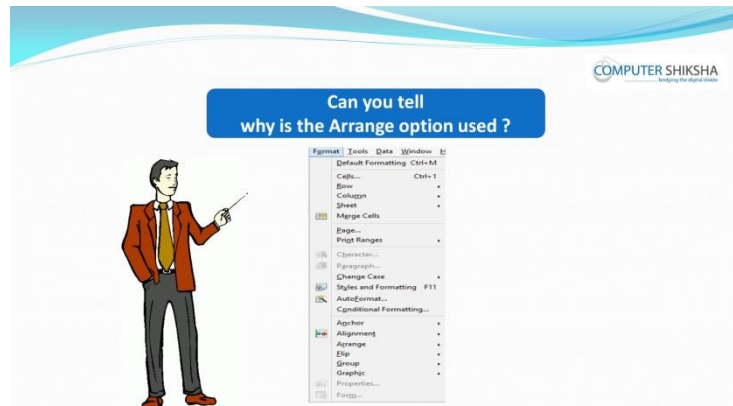
Stop video here and ask students to do as shown in the video and then play the video again.

93.To stop video time at 37 minute 54 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the ‘Alignment’ option or not and then play the video again.

94.To stop video time at 38 minute 00 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use ‘Arrange’ option?

Just listen to the answers and play the video again for the correct answer.

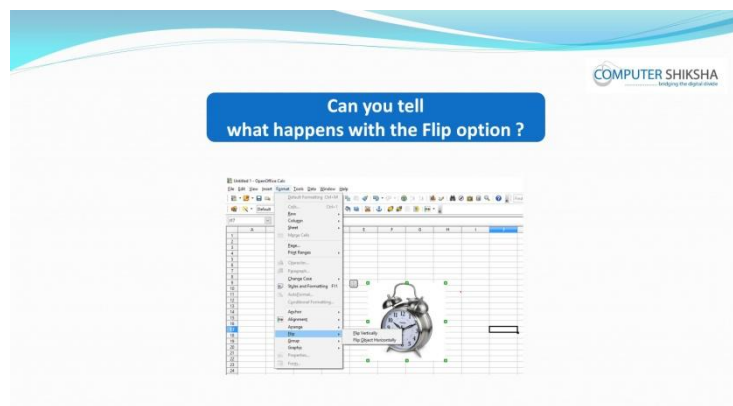
95.To stop video time at 39 minute 19 seconds in VLC Media Player.

Stop video here and ask students to set the image in the background as shown in the video and then play the video again.

96.To stop video time at 39 minute 40 seconds in VLC Media Player.

Stop video here and just check and then play the video again.

97.To stop video time at 39 minute 46 seconds in VLC Media Player.



Stop video here and ask if they tell what happens with ‘Flip’?

Just listen to the answers and play the video again for the correct answer.

98.To stop video time at 40 minute 26 seconds in VLC Media Player.

Stop video here and ask students to draw an object as shown in the video and then play the video again.

99.To stop video time at 40 minute 54 seconds in VLC Media Player.

Stop video here and ask students to rotate the object as shown in the video and then play the video again.

100. To stop video time at 42 minute 03 seconds in VLC Media Player.

Stop video here and ask students to do 'Grouping' of the object as shown in the video and then play the video again.

101. To stop video time at 42 minute 40 seconds in VLC Media Player.

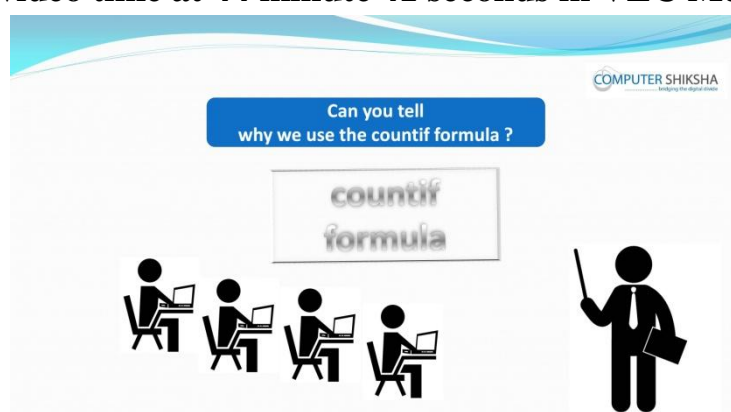
Stop video here and ask students to do as shown in the video and then play the video again.

102. To stop video time at 44 minute 01 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Group' option or not and then play the video again.

103. To stop video time at 44 minute 41 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Count if' formula?

Just listen to the answers and play the video again for the correct answer.

104. To stop video time at 45 minute 05 seconds in VLC Media Player.

Stop video here and ask students to write the syntax of 'COUNTIF' formula in the notebook which shown in the video and then play the video again.

105. To stop video time at 45 minute 55 seconds in VLC Media Player.

Stop video here and ask students to copy and paste the data on sheet 4 as shown in the video and then play the video again.

106. To stop video time at 46 minute 52 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

107. To stop video time at 48 minute 29 seconds in VLC Media Player.

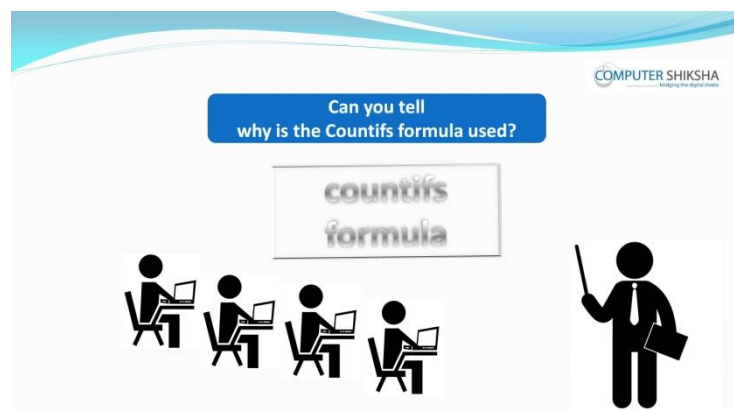
Stop video here and ask students to apply 'Count if' formula as shown in the video and then play the video again.

108. To stop video time at 49 minute 50 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Countif' formula or not and then play the video again.

109. To stop video time at 49 minute 07 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Count ifs' formula?

Just listen to the answers and play the video again for the correct answer.

110. To stop video time at 49 minute 45 seconds in VLC Media Player.

Stop video here and ask students to write down the syntax of 'COUNTIFS' formula in the notebook as shown in the video and then play the video again.

111. To stop video time at 50 minute 17 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

112. To stop video time at 51 minute 52 seconds in VLC Media Player.

Stop video here and ask students to apply 'Count ifs' formula as shown in the video and then play the video again.

113. To stop video time at 52 minute 18 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Countifs' formula or not and then play the video again.

114. To stop video time at 52 minute 52 seconds in VLC Media Player.

Stop video here and ask students to write down the syntax of 'SUMIF' formula in the notebook as shown in the video and then play the video again.

115. To stop video time at 53 minute 36 seconds in VLC Media Player.

Stop video here and ask students to insert one 'Column' as shown the video and then play the video again.

116. To stop video time at 55 minute 45 seconds in VLC Media Player.

Stop video here and ask students to apply 'Sum if' formula as shown in the video and then play the video again.

117. To stop video time at 56 minute 06 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check and play the video again.

118. To stop video time at 57 minute 23 seconds in VLC Media Player.

Stop video here and ask students to write down the syntax of 'SUMIFS' formula in the notebook as shown in the video and then play the video again.

119. To stop video time at 1 hour 00 minute 14 seconds in VLC Media Player.

Stop video here and ask students to apply 'Sum ifs' formula as shown in the video and then play the video again.

120. To stop video time at 1 hour 02 minute 46 seconds in VLC Media Player.

Now just check whether they have used the 'Sumifs' formula or not and then play the video again.

121. To stop video time at 1 hour 03 minute 14 seconds in VLC Media Player.

Stop video here and ask students to write down the syntax of 'Large' formula in the notebook as shown in the video and then play the video again.

122. To stop video time at 1 hour 03 minute 37 seconds in VLC Media Player.

Stop video here and ask students to write down the syntax of 'Small' formula in the notebook as shown in the video and then play the video again.

123. To stop video time at 1 hour 04 minute 44 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

124. To stop video time at 1 hour 05 minute 17 seconds in VLC Media Player.

Stop video here and ask students to find out the maximum salary from the list as shown in the video and then play the video again.

125. To stop video time at 1 hour 06 minute 50 seconds in VLC Media Player.

Stop video here and ask students to find out the second largest number as shown in the video and then play the video again.

126. To stop video time at 1 hour 07 minute 23 seconds in VLC Media Player.

Stop video here and check whether they have found out the maximum salary rank wise or not and then play the video again.

127. To stop video time at 1 hour 08 minute 26 seconds in VLC Media Player.

Stop video here and ask students to find out the minimum salary from the list as shown in the video and then play the video again.

128. To stop video time at 1 hour 09 minute 07 seconds in VLC Media Player.

Stop video here and ask students to find out the second minimum salary from the list as shown in the video and then play the video again.

129. To stop video time at 1 hour 09 minute 25 seconds in VLC Media Player.

Stop video here and check whether they have found out the minimum salary rank wise or not and then play the video again.

130. To stop video time at 1 hour 09 minute 35 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Average if' formula. Just listen to the answers and play the video again for the correct answer.

131. To stop video time at 1 hour 10 minute 01 second in VLC Media Player.

Stop video here and ask students to write down the syntax of 'Averageif' formula in the notebook as shown in the video and then play the video again.

132. To stop video time at 1 hour 10 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

133. To stop video time at 1 hour 12 minute 28 seconds in VLC Media Player.

Stop video here and ask students to find out the engineer's salary average as shown in the video and then play the video again.

134. To stop video time at 1 hour 13 minute 12 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used 'Averageif' formula and then play the video again.

135. To stop video time at 1 hour 14 minute 27 seconds in VLC Media Player.

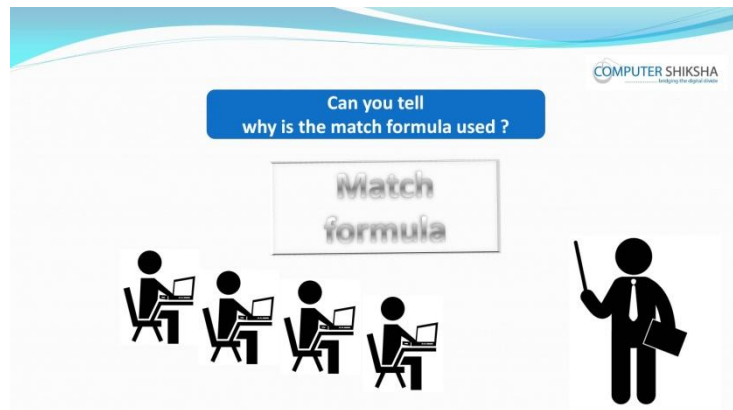
Stop video here and ask students to do as shown in the video and then play the video again.

136. To stop video time at 1 hour 16 minute 46 seconds in VLC Media Player.

Stop video here and ask students to use the 'Average ifs' formula as shown in the video.

Now just check and play the video again.

137. To stop video time at 1 hour 16 minute 56 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Match' formula?
Just listen to the answers and play the video again for the correct answer.

138. To stop video time at 1 hour 17 minute 17 seconds in VLC Media Player.

Stop video here and ask students to write down the syntax of 'Match' formula in the notebook as shown in the video and then play the video again.

139. To stop video time at 1 hour 18 minute 30 seconds in VLC Media Player.

Stop video here and ask students to use the 'Match' formula as shown in the video and then play the video again.

140. To stop video time at 1 hour 19 minute 25 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

141. To stop video time at 1 hour 19 minute 34 seconds in VLC Media Player.

Stop video here and ask students to type the data as shown in the video and then play the video again.

142. To stop video time at 1 hour 22 minute 04 seconds in VLC Media Player.

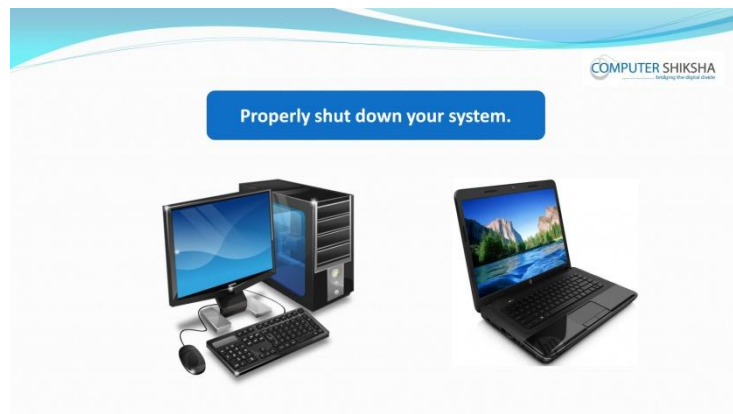
Stop video here and ask students to find out the value with help of 'Match and 'Index' formula as shown in the video and then play the video again.

143. To stop video time at 1 hour 22 minute 48 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Match' formula or not and then play the video again.

144. To stop video time at 1 hour 23 minute 01 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 6

- ✓ Why we use 'Link to external data'?
- ✓ Why we use 'Name' option?
- ✓ How to use 'Chart' option?
- ✓ How to use 'Object' option?
- ✓ Why we use 'Arrange' option?
- ✓ How to rotate image?
- ✓ How to do grouping the images?
- ✓ Why we use 'Count if' formula?
- ✓ Why we use 'Count ifs' formula?
- ✓ Why we use 'Sum if' formula?
- ✓ Why we use 'Sum ifs' formula?
- ✓ Why we use 'Average if' formula?
- ✓ Why we use 'Average ifs' formula?
- ✓ Why we use 'Large' formula?
- ✓ Why we use 'Small' formula?
- ✓ How to use 'Match' formula?

Now let's start video.

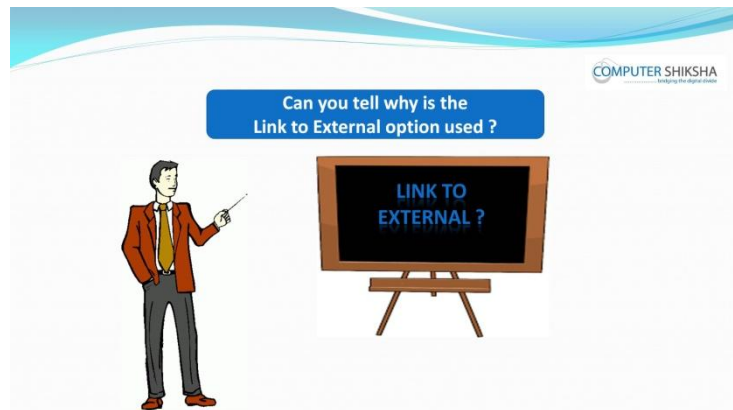
145. To stop video time at 1 minute 05 seconds in VLC Media Player.



Stop video here and ask what will they do to select more than one images?

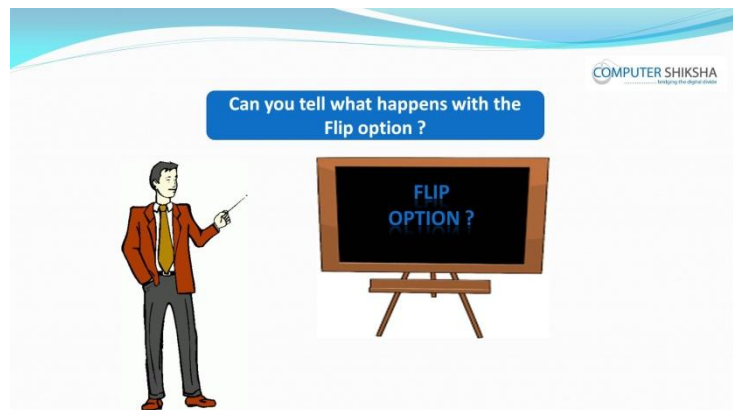
Just listen to the answers and play the video again for the correct answer.

146. To stop video time at 1 minute 33 seconds in VLC Media Player.



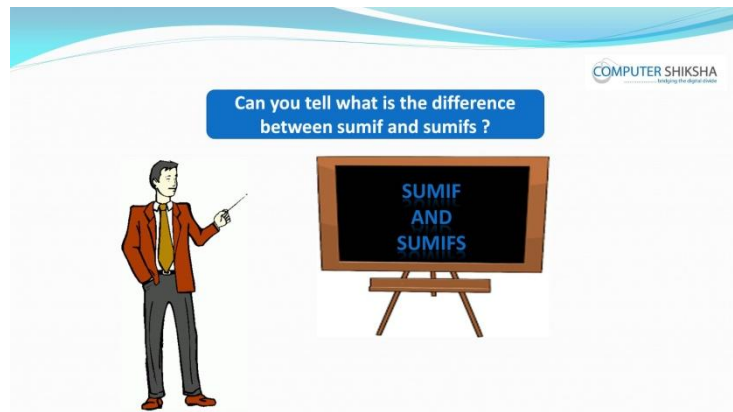
Stop video here and ask if they can tell why we use 'Link to external data'
Just listen to the answers and play the video again for the correct answer.

147. To stop video time at 1 minute 48 seconds in VLC Media Player.



Stop video here and ask if they can tell what happens with 'Flip' option?
Just listen to the answers and play the video again for the correct answer.

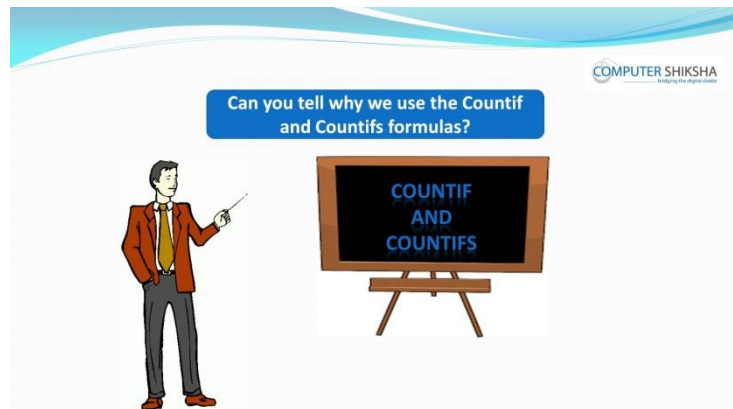
148. To stop video time at 2 minute 06 seconds in VLC Media Player.



Stop video here and ask if they can tell the difference between ‘Sum if’ and ‘Sum ifs’?

Just listen to the answers and play the video again for the correct answer.

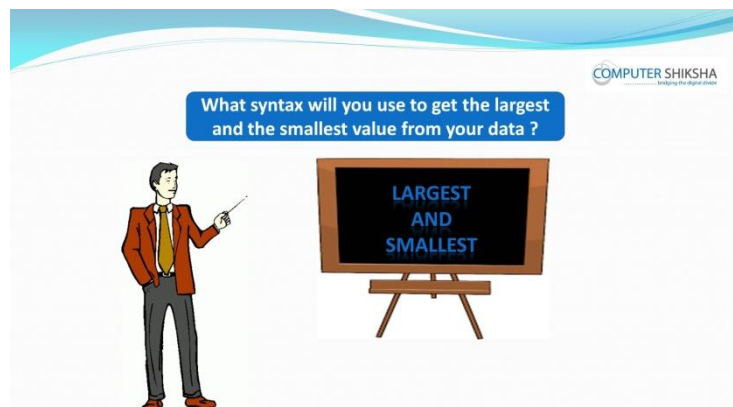
149. To stop video time at 2 minute 36 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use ‘Count if’ and ‘Count ifs’?

Just listen to the answers and play the video again for the correct answer.

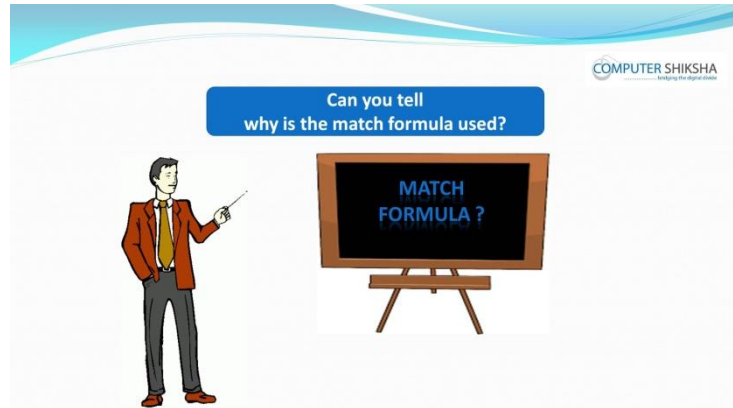
150. To stop video time at 3 minute 09 seconds in VLC Media Player.



Stop video here and ask which formula will we use to find out the large and small value?

Just listen to the answers and play the video again for the correct answer.

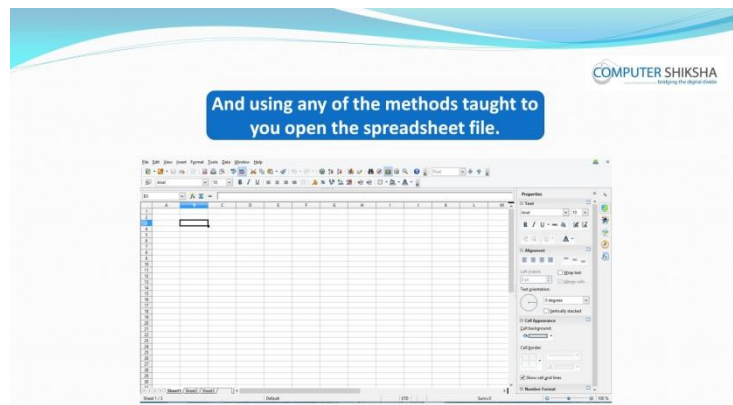
151. To stop video time at 3 minute 42 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Match' formula?

Just listen to the answers and play the video again for the correct answer.

152. To stop video time at 4 minute 17 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the 'Spreadsheet file' and then play the video again.

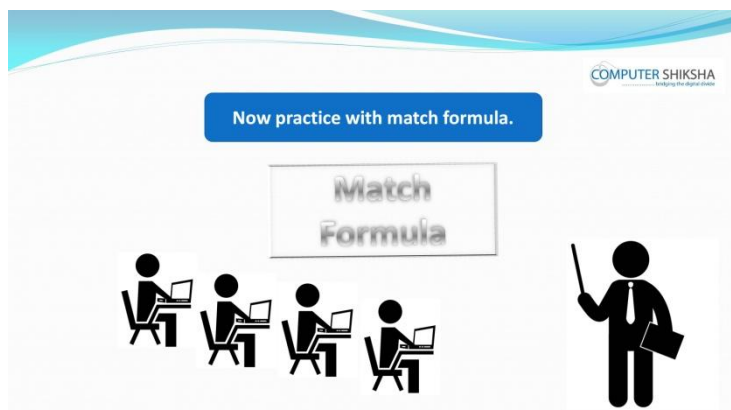
153. To stop video time at 4 minute 48 seconds in VLC Media Player.

Now type the given data.

	A	B	C	D	E	F
1	Employee name	Employee id	Email id	Pune	Gurgaon	Delhi
2	abc	ab2	abc@gmail.com	3000	7000	3400
3	def	de2	def@gmail.com	5452	6900	4300
4	ghi	gh2	ghi@gmail.com	2200	9900	4500
5	jkl	jk2	jkl@gmail.com	1100	3600	4400

Stop video here and ask them to type the given data which is shown in video.
Now just check and play the video again.

154. To stop video time at 5 minute 15 seconds in VLC Media Player.

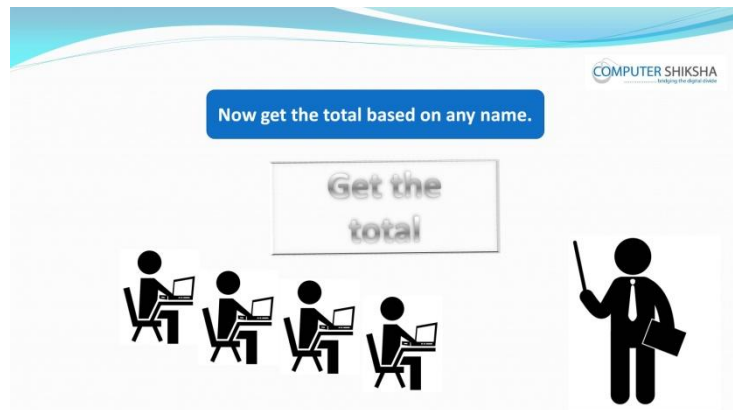


Stop video here and ask students to do practice of 'Match' formula and then play the video again.

155. To stop video time at 6 minute 37 seconds in VLC Media Player.

Stop video here and ask students to find the position of '344' as shown in the video and then play the video again.

156. To stop video time at 6 minute 46 seconds in VLC Media Player.



Stop video here and ask students to find out total of any one name in data and then play the video again.

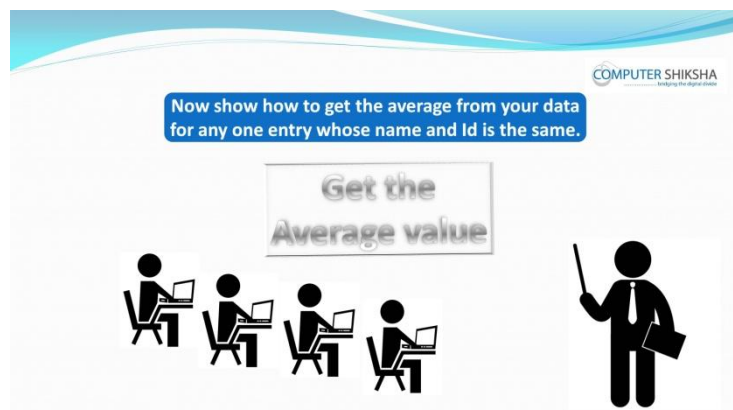
157. To stop video time at 7 minute 17 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

158. To stop video time at 8 minute 30 seconds in VLC Media Player.

Stop video here and ask students to find the total value as shown in the video. Now just check and play the video again.

159. To stop video time at 8 minute 37 seconds in VLC Media Player.



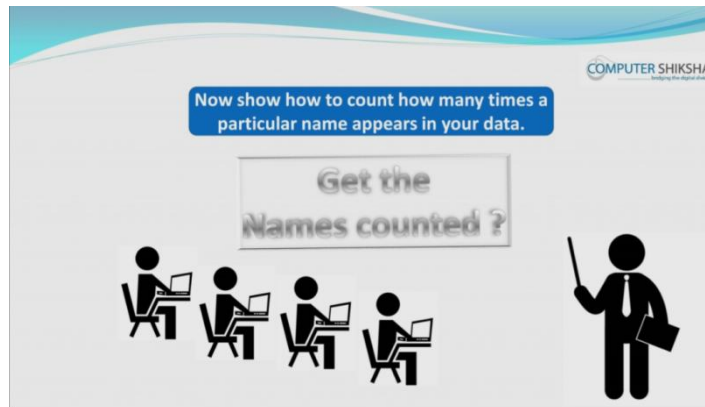
Stop video here and ask students to find out the average value of any name and then play the video again.

160. To stop video time at 11 minute 11 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have found out the average value or not and then play the video again.

- 161. To stop video time at 11 minute 20 seconds in VLC Media Player.**



Stop video here and ask students to count any particular name which repeats in data and then play the video again.

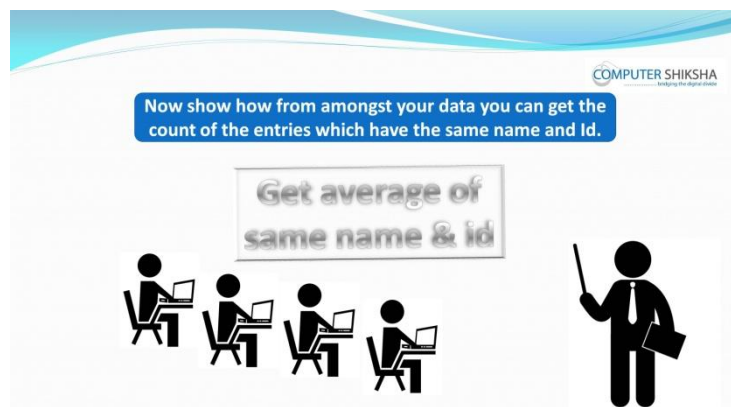
- 162. To stop video time at 12 minute 38 seconds in VLC Media Player.**

Stop video here and ask students to apply the 'Count if' formula as shown in the video and then play the video again.

- 163. To stop video time at 12 minute 54 seconds in VLC Media Player.**

Stop video here and check whether they've counted the name or not and then play the video again.

- 164. To stop video time at 13 minute 04 seconds in VLC Media Player.**



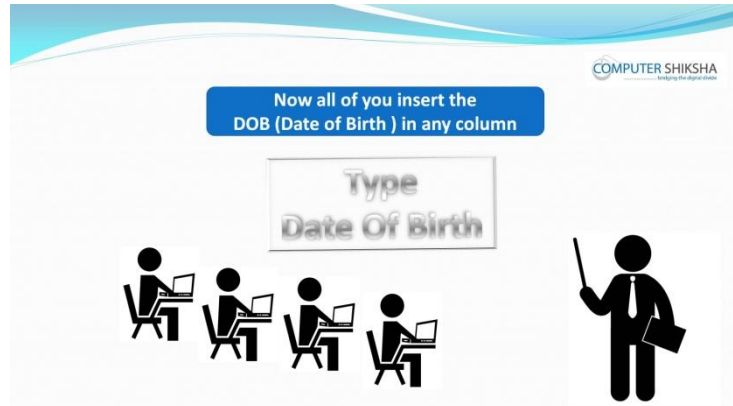
Stop video here and ask students to find out the average value whose name and id are same and then play the video again.

- 165. To stop video time at 15 minute 44 seconds in VLC Media Player.**

Stop video here and ask students to apply the ‘Average ifs’ formula as shown in the video.

Now check whether they’ve found the average value or not and then play the video again.

166. To stop video time at 15 minute 53 seconds in VLC Media Player.



Stop video here and ask students to type some DOB in column and find out days name from the date of birth and then play the video again.

167. To stop video time at 17 minute 36 seconds in VLC Media Player.

Stop video here and check whether they’ve converted dates into days name or not and then play the video again.

168. To stop video time at 16 minute 46 seconds in VLC Media Player.



Stop video here and ask students to find out second highest and second lowest value from the data and then play the video again.

169. To stop video time at 19 minute 34 seconds in VLC Media Player.

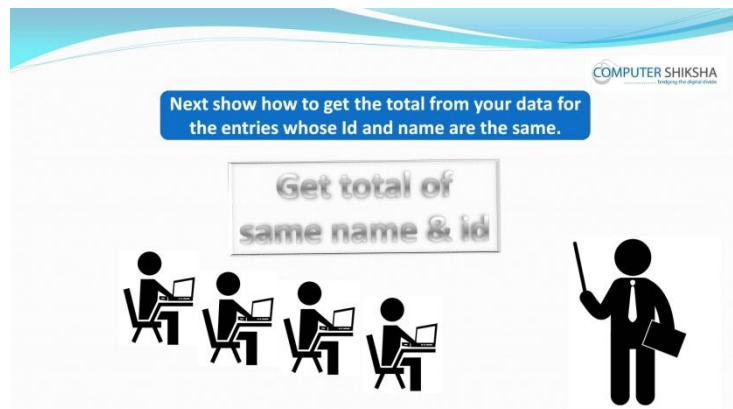
Stop video here and ask students to do as shown in the video and then play the video again.

170. To stop video time at 20 minute 56 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have found the second largest and smallest number or not and then play the video again.

171. To stop video time at 21 minute 07 seconds in VLC Media Player.



Stop video here and ask students to find out the total value of, whose name and id are same and then play the video again.

172. To stop video time at 21 minute 52 seconds in VLC Media Player.

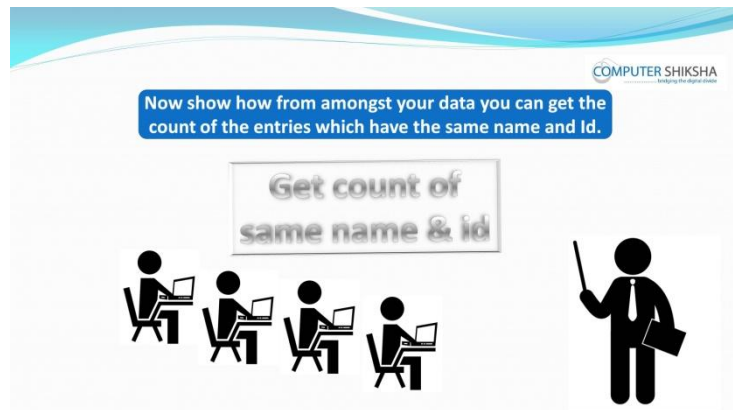
Stop video here and ask students to do as shown in the video and then play the video again.

173. To stop video time at 24 minute 29 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have got the total value whose name and id are same or not and then play the video again.

174. To stop video time at 24 minute 40 seconds in VLC Media Player.



Stop video here and ask students to count the names whose name and id are same and then play the video again.

175. To stop video time at 25 minute 07 seconds in VLC Media Player.

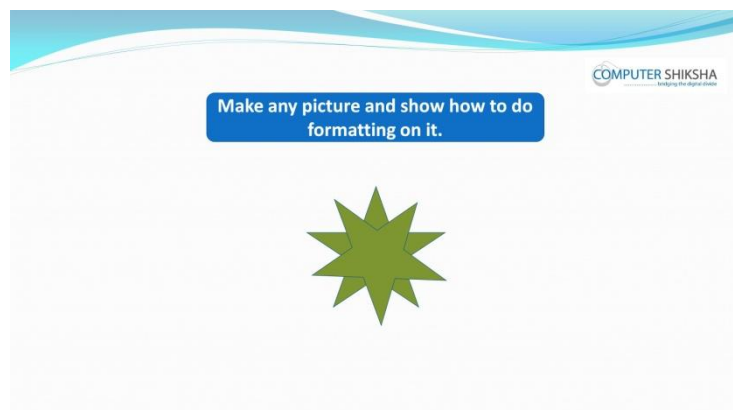
Stop video here and ask students to do as shown in the video and then play the video again.

176. To stop video time at 27 minute 58 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Stop video here and check whether they've counted the name or not and then play the video again.

177. To stop video time at 28 minute 11 seconds in VLC Media Player.



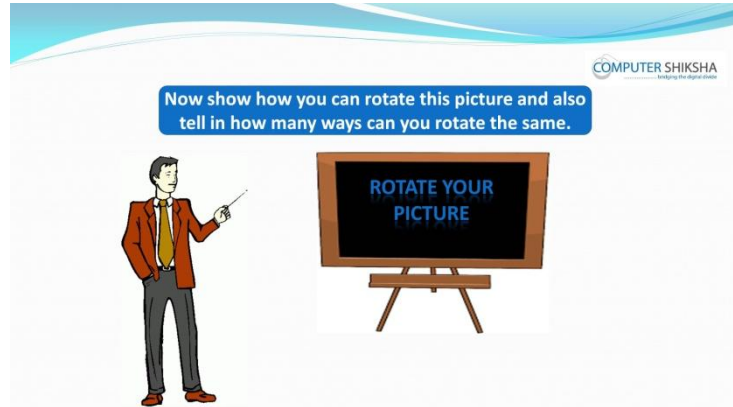
Stop video here and ask students to draw an object and also ask them to do formatting on that object and then play the video again.

178. To stop video time at 29 minute 09 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have drawn a picture or not and then play the video again.

179. To stop video time at 29 minute 18 seconds in VLC Media Player.



Stop video here and ask if they can tell how to rotate the image?

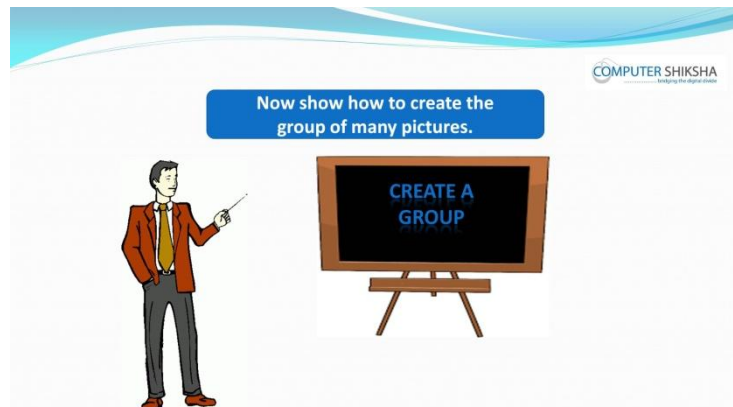
Just listen to the answers and play the video again for the correct answer.

180. To stop video time at 30 minute 07 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Stop video here and check whether they've rotated the image or not and then play the video again.

181. To stop video time at 30 minute 17 seconds in VLC Media Player.



Stop video here and ask how to do grouping of the images?

Just listen to the answers and play the video again for the correct answer.

182. To stop video time at 31 minute 06 seconds in VLC Media Player.

Stop video here and ask students to draw one more object and select the both objects as shown in the video and then play the video again.

183. To stop video time at 31 minute 23 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

184. To stop video time at 31 minute 56 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have made group of the pictures or not and then play the video again.

185. To stop video time at 32 minute 18 seconds in VLC Media Player.



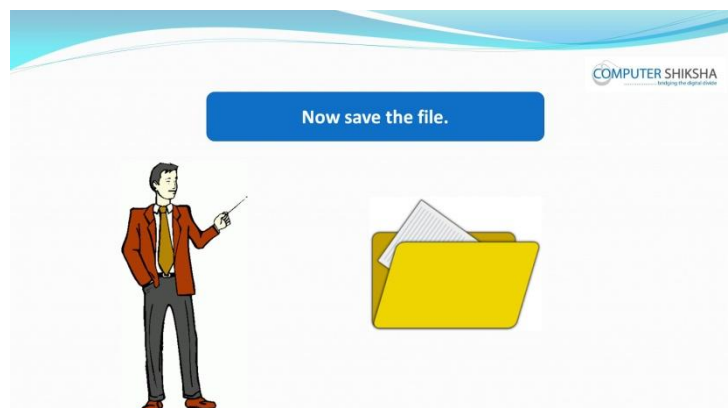
Stop video here and ask students to do 'Bold', 'Italic' and 'Underline' and also to do the text in 'Centre alignment' and then play the video again.

186. To stop video time at 33 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

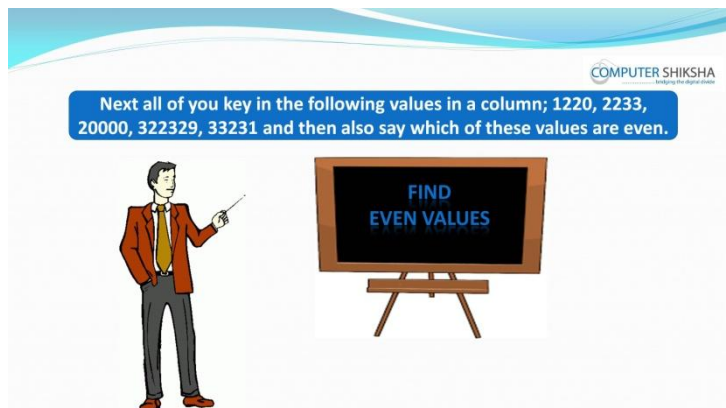
Now just check whether they have applied 'Bold, Italics and Underline' and then play the video again.

187. To stop video time at 32 minute 50 seconds in VLC Media Player.



Stop video here and ask students to save the file and type some data on the second sheet and then play the video again.

188. To stop video time at 34 minute 02 seconds in VLC Media Player.

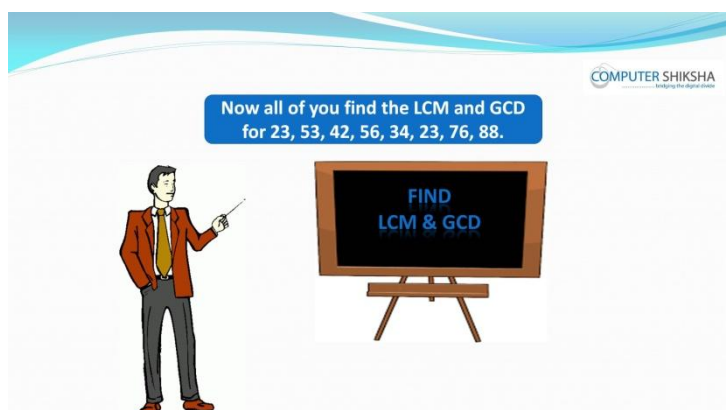


Stop video here and ask students to type some number and then find if the number is even or not then play the video again.

189. To stop video time at 36 minute 47 seconds in VLC Media Player.

Stop video here and ask to find out the even number as shown in the video. Now just check and play the video again.

190. To stop video time at 37 minute 07 seconds in VLC Media Player.



Stop video here and ask students to find out L.C.M and G.C.D of the given numbers which is shown in the video and then play the video again.

191. To stop video time at 38 minute 56 seconds in VLC Media Player.

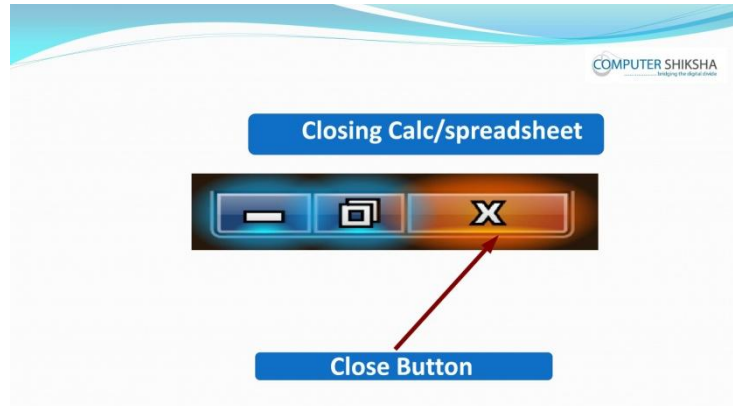
Stop video here and ask students to find out L.C.M as shown in the video and then play the video again.

192. To stop video time at 39 minute 39 seconds in VLC Media Player.

Stop video here and ask students to find out G.C.D as shown in the video.

Now just check whether they have used LCM or GCD formula or not and then play the video again.

193. To stop video time at 39 minute 49 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 7

- ✓ Why we use 'Spelling option'?
- ✓ Why we use 'Detective option'?
- ✓ How to use 'Goal seek' option?
- ✓ How to use 'Solver'?
- ✓ Why we use 'Scenario' option?
- ✓ Why we use 'Share Document' option?
- ✓ Why we use 'Merge Document'?
- ✓ Why we use 'Protect Document'?
- ✓ Why we use 'Cell Contents'?
- ✓ Why we use 'Left' formula?
- ✓ Why we use 'Right' formula?
- ✓ Why we use 'Mid' formula?
- ✓ Why we use 'Find' formula?
- ✓ Why we use 'Search' formula?
- ✓ Why we use 'Substitute' formula?
- ✓ How to use 'Length' formula?

Now let's start video.

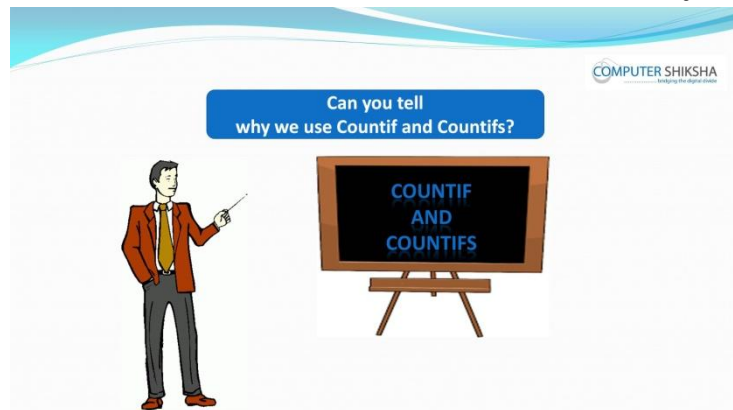
194. To stop video time at 24 seconds in VLC Media Player.



Stop video here and ask, if they can tell why we use 'Countif and Countifs' formula?

Just listen to the answers and play the video again for the correct answer.

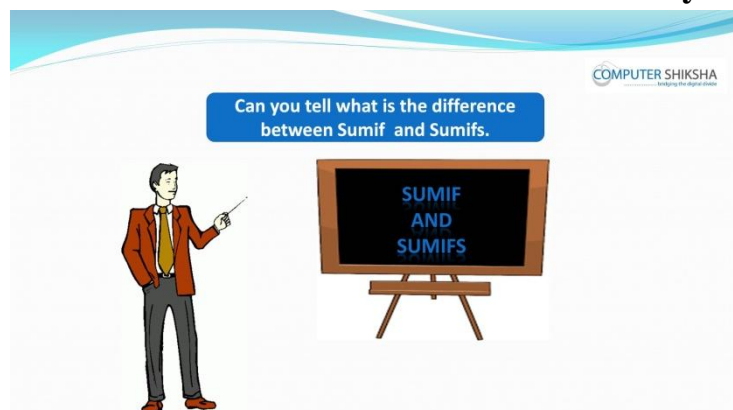
195. To stop video time at 52 seconds in VLC Media Player.



Stop video here and ask, what is the difference between ‘Sumif and Sumifs’ formula?

Just listen to the answers and play the video again for the correct answer.

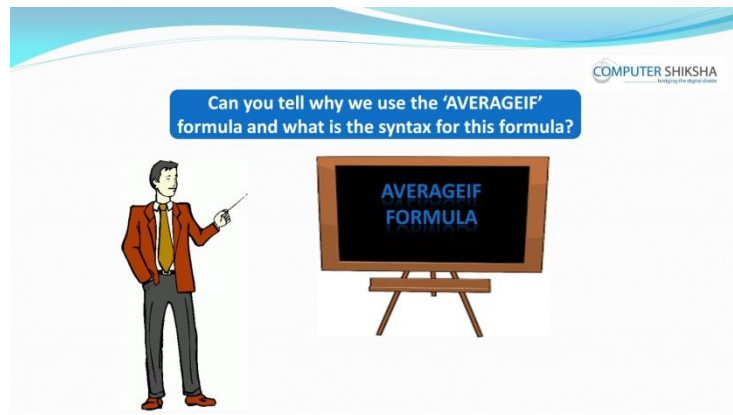
196. To stop video time at 52 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use Anchor option?

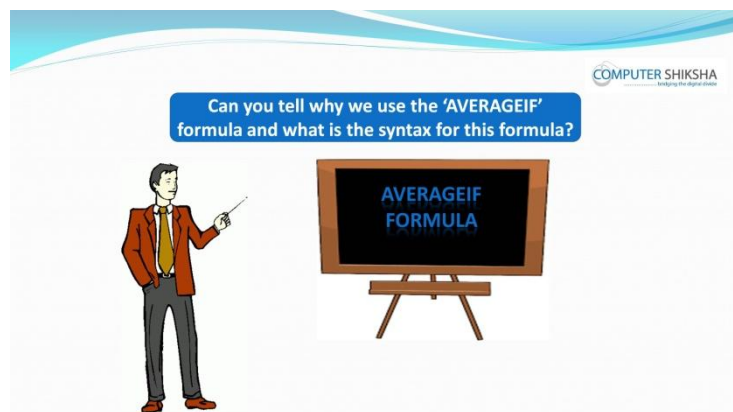
Just listen to the answers and play the video again for the correct answer.

197. To stop video time at 1 minute 27 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use the 'Arrange' option?
Just listen to the answers and play the video again for the correct answer.

198. To stop video time at 1 minute 48 seconds in VLC Media Player.



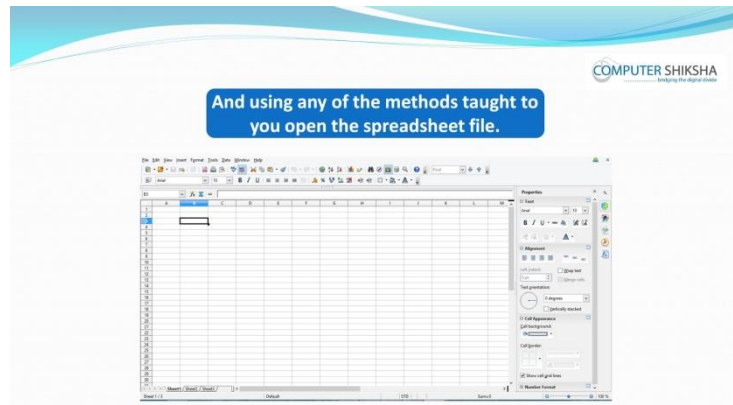
Stop video here and ask if they can tell why we use 'Average if' formula?
Just listen to the answers and play the video again for the correct answer.

199. To stop video time at 2 minute 26 seconds in VLC Media Player.



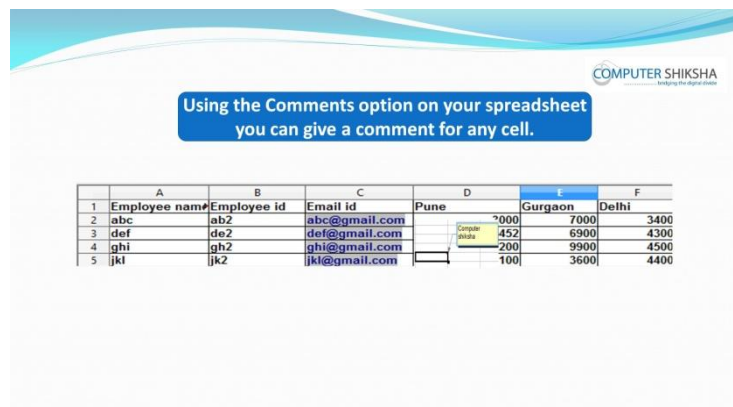
Stop video here and ask if they know why we use 'Comments' option?
Just listen to the answers and play the video again for the correct answer.

200. To stop video time at 2 minute 46 seconds in VLC Media Player.



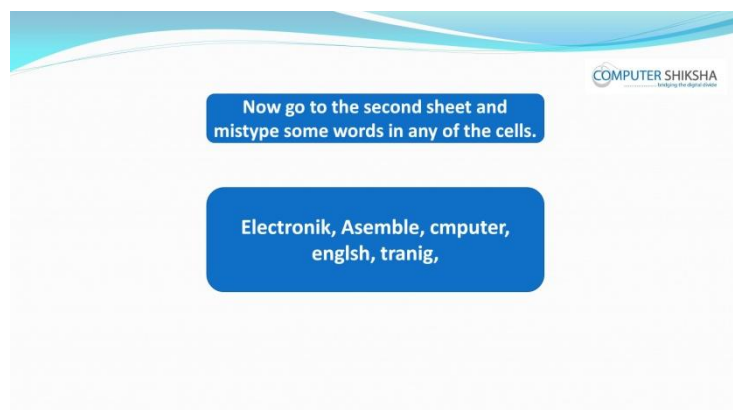
Stop video here and ask students to turn on the computer and open the 'Spreadsheet file' and then play the video again.

201. To stop video time at 3 minute 37 seconds in VLC Media Player.



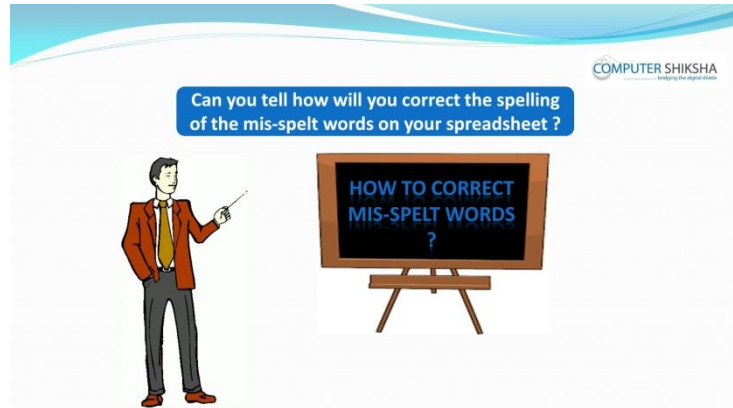
Stop video here and ask the students to type the given data and then play the video again.

202. To stop video time at 3 minute 47 seconds in VLC Media Player.



Stop video here and ask students to go to next 'sheet' and type these words and ask how will we 'correct' these words and then play the video again for correct answer.

203. To stop video time at 3 minute 52 seconds in VLC Media Player.



Stop video here and ask if they can tell how will correct the spelling of the mis-spelt words on your spreadsheet?

204. To stop video time at 4 minute 58 seconds in VLC Media Player.

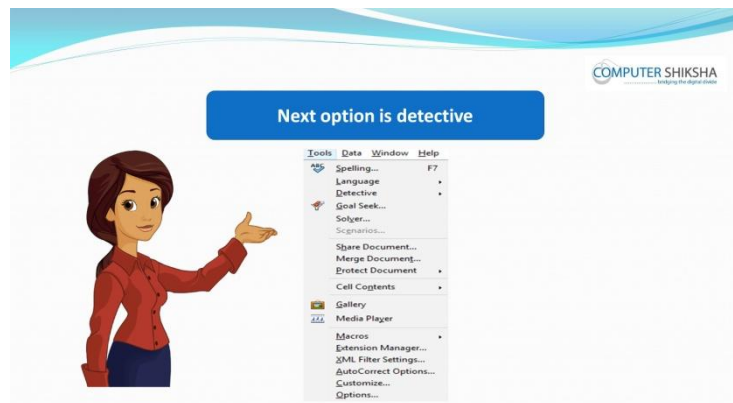
Stop video here and ask students to go to Menu bar and select spelling Submenu as shown in video and play the video again.

205. To stop video time at 5 minute 54 seconds in VLC Media Player.

Stop video here and ask students to do as shown in video.

Now just check whether they have used the 'Spelling' option or not and then play the video again.

206. To stop video time at 5 minute 58 seconds in VLC Media Player.



Stop video here and tell students let's learn about 'Detective' option and play the video again.

207. To stop video time at 6 minute 35 seconds in VLC Media Player.

Stop video here and ask students to go to Menu bar and select Detective Submenu as shown in video and play the video again.

208. To stop video time at 7 minute 10 seconds in VLC Media Player.

Stop video here and ask students to 'Remove Detective' as shown in video and play the video again.

209. To stop video time at 8 minute 17 seconds in VLC Media Player.

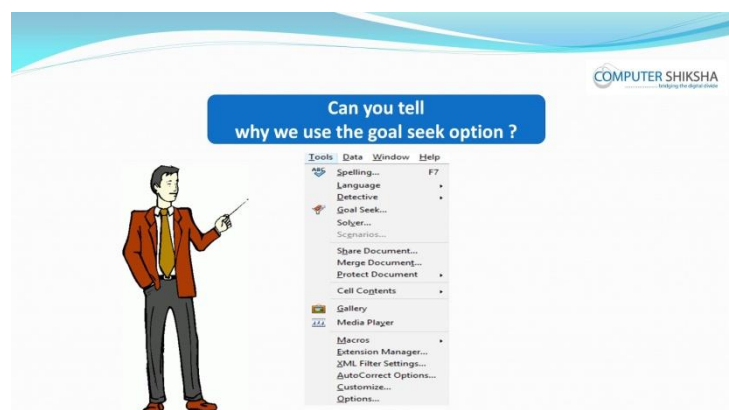
Stop video here and ask students to use 'Trace Error and Mark Invalid data' as shown in video and play the video again.

210. To stop video time at 9 minute 20 seconds in VLC Media Player.

Stop video here and ask students to use 'Fill mode and Remove all Trace' as shown in video.

Now just check whether they have removed traces or not and then play the video again.

211. To stop video time at 09 minute 27 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Goal seek' option?

Now just listen to the answer and play the video again for correct answer .

212. To stop video time at 12 minute 11 seconds in VLC Media Player.

Stop video here and ask students to go to 'Menu bar' and select 'Goal seek' Submenu as shown in video and play the video again.

213. To stop video time at 12 minute 46 seconds in VLC Media Player.

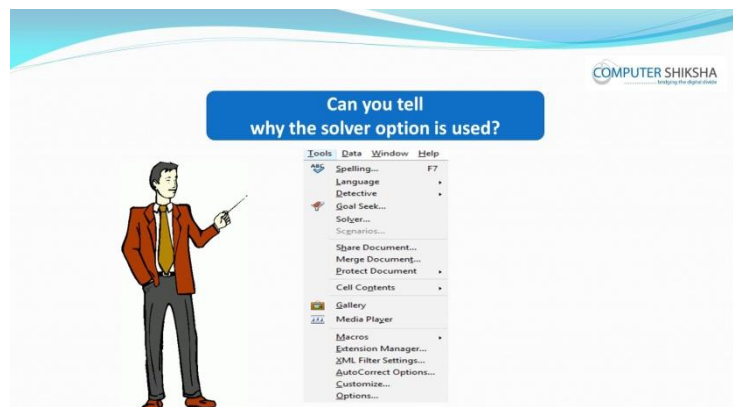
Stop video here and ask students to define the 'formula cell'; 'Target Value'; 'variable cell' as shown in video and play the video again.

214. To stop video time at 13 minute 24 seconds in VLC Media Player.

Stop video here and ask students to do as shown in video.

Now just check whether they have used 'Goal seek' option or not and then play the video again.

215. To stop video time at 13 minute 39 seconds in VLC Media Player.



Stop video here and ask if they know why we use 'Solver' option?

Now just listen to the answer and play the video again for correct answer.

216. To stop video time at 14 minute 08 seconds in VLC Media Player.

Stop video here and ask students to go to 'sheet 3' and type these data as shown in video and play the video again.

217. To stop video time at 14 minute 53 seconds in VLC Media Player.

Stop video here and ask students to type the target value as shown in video and play the video again.

218. To stop video time at 16 minute 00 seconds in VLC Media Player.

Stop video here and ask students to change the value of sheet using maximum option of solver as shown in video and play the video again.

219. To stop video time at 17 minute 32 seconds in VLC Media Player.

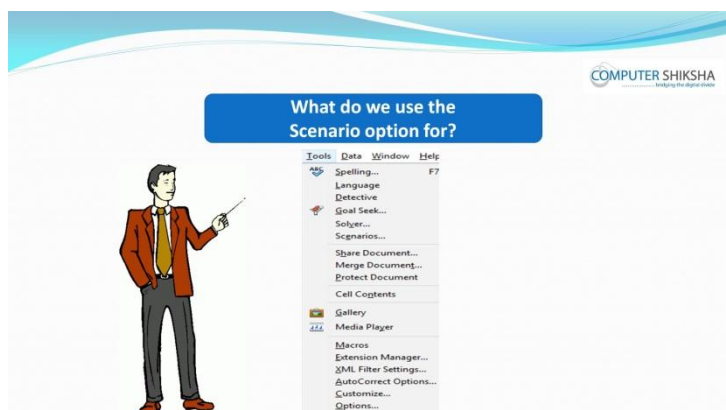
Stop video here and ask students to get the target value using solver as shown in video and play the video again.

220. To stop video time at 18 minute 28 seconds in VLC Media Player.

Stop video here and ask students to get the target value with multiple cells using solver as shown in video and play the video again.

Now just check and play the video again.

221. To stop video time at 18 minute 33 seconds in VLC Media Player.



Stop video here and ask what is use of 'Scenario' option?

Now just listen to the answer and play the video again for correct answer.

222. To stop video time at 19 minute 47 seconds in VLC Media Player.

Stop video here and ask students to do 'Copy & Paste' one sheet to another sheet as shown in video and play the video again.

223. To stop video time at 20 minute 40 seconds in VLC Media Player.

Stop video here and ask students to set the scenario as shown in video and play the video again.

224. To stop video time at 22 minute 00 seconds in VLC Media Player.

Stop video here and ask students to set the scenario for another data as shown in video and play the video again.

Now just check and play the video again.

225. To stop video time at 22 minute 05 seconds in VLC Media Player.



Stop video here and ask if they can why we use ‘share document’ option?
Now just listen to the answer and play the video again for correct answer.

226. To stop video time at 23 minute 23 seconds in VLC Media Player.

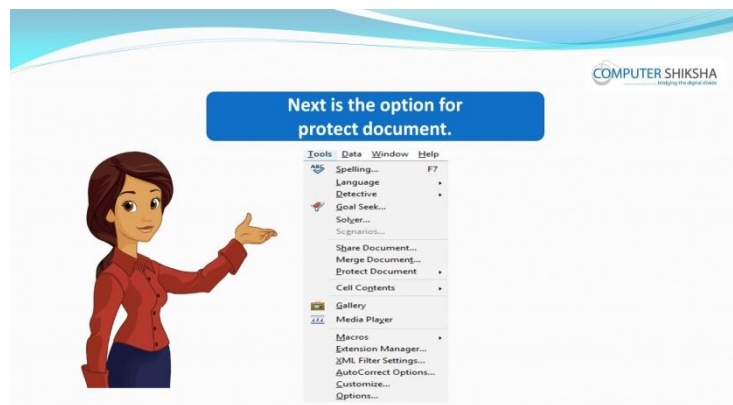
Stop video here and ask students to share this document as shown in video and play the video again.

227. To stop video time at 24 minute 27 seconds in VLC Media Player.

Stop video here and ask students to unshare this document as shown in video and play the video again.

Now just check and play the video again.

228. To stop video time at 24 minute 33 seconds in VLC Media Player.



Stop video here and tell students: let’s learn about ‘Protect document’ option.

229. To stop video time at 25 minute 40 seconds in VLC Media Player.

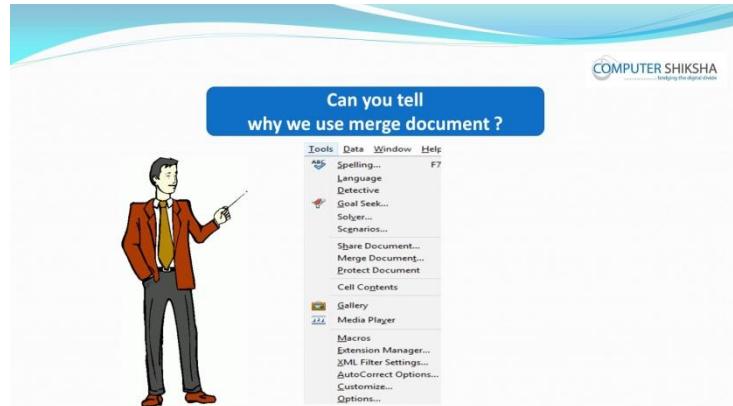
Stop video here and ask students to give the password as shown in video and play the video again.

230. To stop video time at 26 minute 44 seconds in VLC Media Player.

Stop video here and ask students to 'unprotect' your sheet or document as shown in video.

Now just check and play the video again.

231. To stop video time at 26 minute 53 seconds in VLC Media Player.



Stop video here and ask: Why we use 'Merge document' option?

Now just listen to the answer and play the video again for correct answer.

232. To stop video time at 27 minute 38 seconds in VLC Media Player.

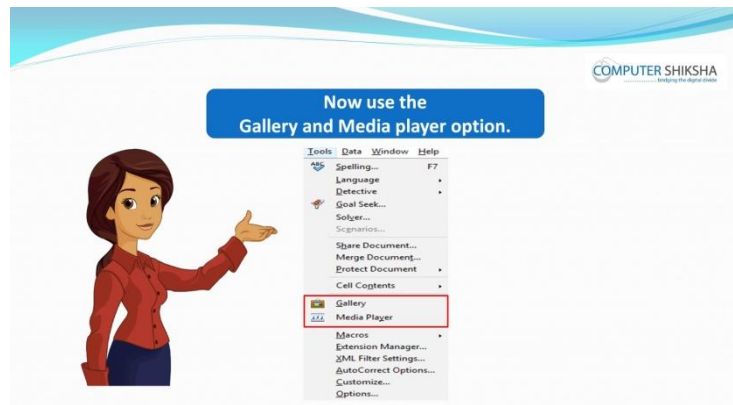
Stop video here and ask students to select a file from desktop or document as shown in video and play the video again.

233. To stop video time at 28 minute 33 seconds in VLC Media Player.

Stop video here and ask students to use filter as shown in video and play the video again.

Now just check and play the video again.

234. To stop video time at 28 minute 43 seconds in VLC Media Player.



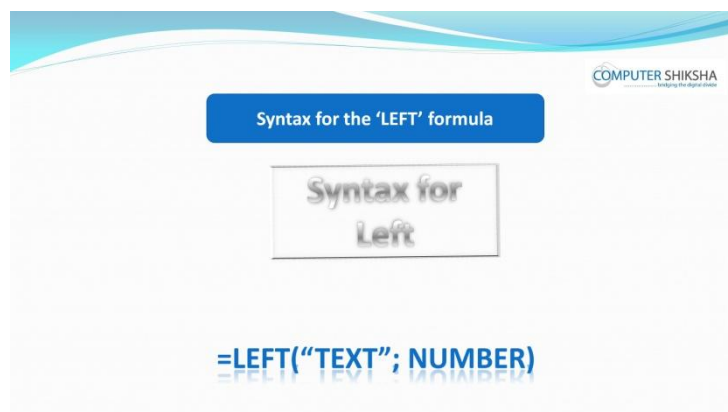
Stop video here and ask students to do practice of Gallery and media player by yourself.

235. To stop video time at 30 minute 41 seconds in VLC Media Player.

Stop video here and ask students to insert picture or audio file as shown in video and play the video again.

Now just check and play the video again.

236. To stop video time at 31 minute 30 seconds in VLC Media Player.



Stop video here and ask students to write the syntax of 'left formula' in your notebook and play the video again.

237. To stop video time at 33 minute 24 seconds in VLC Media Player.

Stop video here and ask students to apply 'left' formula as shown in the video and then play the video again.

238. To stop video time at 36 minute 22 seconds in VLC Media Player.

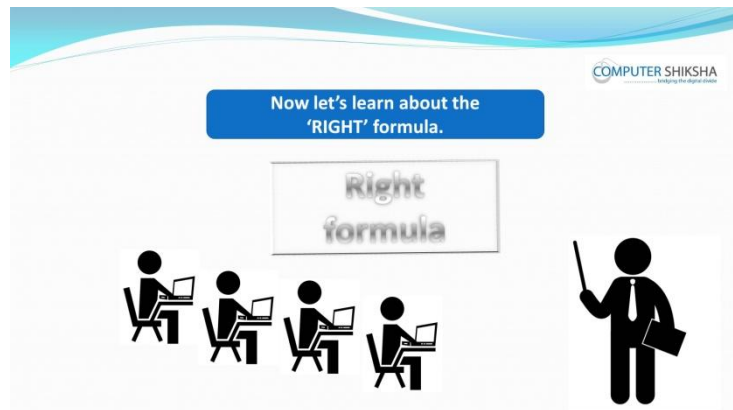
Stop video here and ask students to apply 'left' formula with 'find' syntax as shown in the video and then play the video again.

239. To stop video time at 38 minute 42 seconds in VLC Media Player.

Stop video here and ask students to apply 'left' formula with any text or symbol syntax as shown in the video and then play the video again.

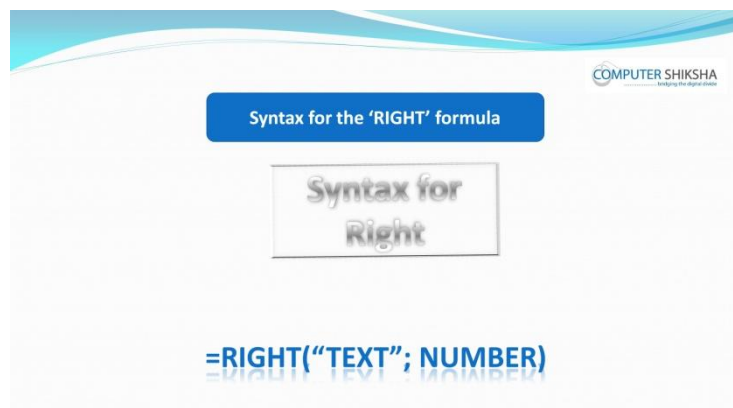
Now just check and play the video again.

240. To stop video time at 38 minute 38 seconds in VLC Media Player.



Stop video here and ask students to learn about the 'Right formula' and then play the video again.

- 241. To stop video time at 39 minute 10 seconds in VLC Media Player.**



Stop video here and ask students to write the syntax of 'right formula' in your notebook and play the video again.

- 242. To stop video time at 40 minute 44 seconds in VLC Media Player.**

Stop video here and ask students to apply 'Right' formula as shown in the video and then play the video again.

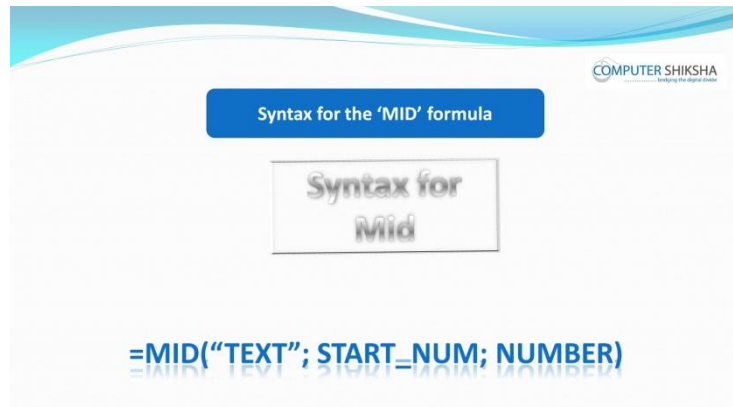
- 243. To stop video time at 43 minute 49 seconds in VLC Media Player.**

Stop video here and ask students to apply 'right' formula with 'find' syntax as shown in the video and then play the video again.

- 244. To stop video time at 44 minute 18 seconds in VLC Media Player.**

Stop video here and check whether they have applied 'Right formula' or not and then play the video again.

245. To stop video time at 44 minute 42 seconds in VLC Media Player.



Stop video here and ask students to write the syntax of 'mid formula' in your notebook and play the video again.

246. To stop video time at 47 minute 12 seconds in VLC Media Player.

Stop video here and ask students to apply 'Mid' formula as shown in the video and then play the video again.

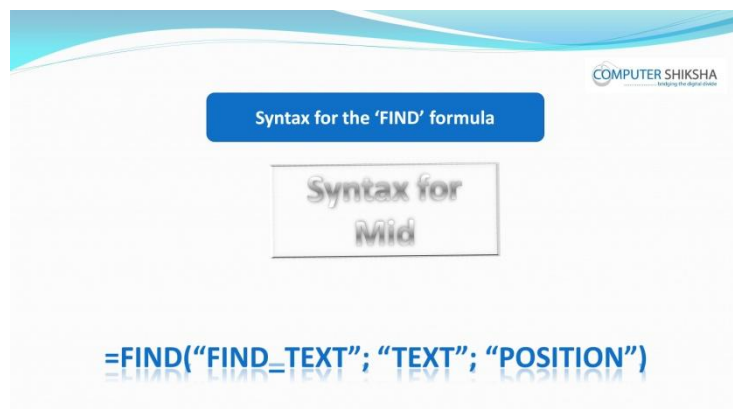
247. To stop video time at 51 minute 28 seconds in VLC Media Player.

Stop video here and ask students to apply 'Mid' formula with 'find' syntax as shown in the video.

248. To stop video time at 53 minute 08 seconds in VLC Media Player.

Stop video here and check whether they have applied 'Mid formula' or not and then play the video again.

249. To stop video time at 53 minute 49 seconds in VLC Media Player.



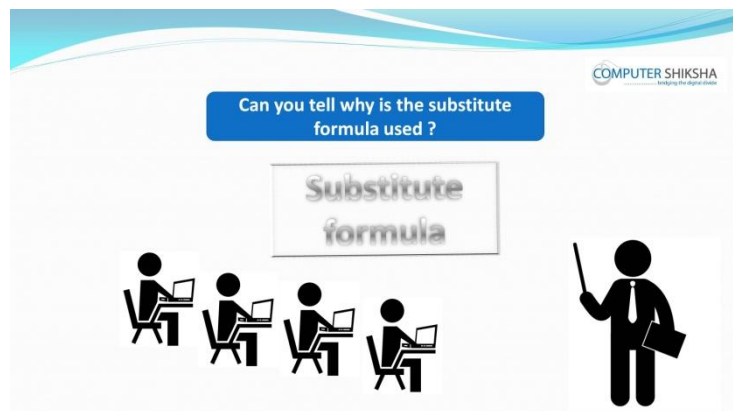
Stop video here and ask students to write the syntax of 'search formula' in your notebook and play the video again.

250. To stop video time at 56 minute 16 seconds in VLC Media Player.

Stop video here and ask students to apply 'Search' formula as shown in the video.

Now just check whether they have used 'Search' formula or not and then play the video again.

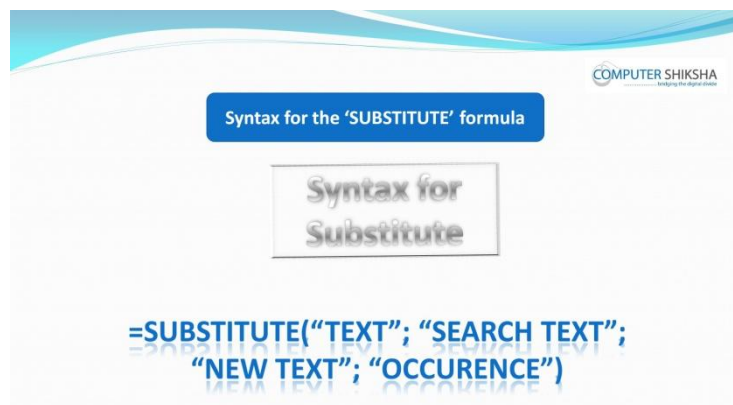
251. To stop video time at 56 minute 19 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use substitute formula?

Now just listen to the answer and play the video again for correct answer .

252. To stop video time at 56 minute 46 seconds in VLC Media Player.



253. To stop video time at 58 minute 54 seconds in VLC Media Player.

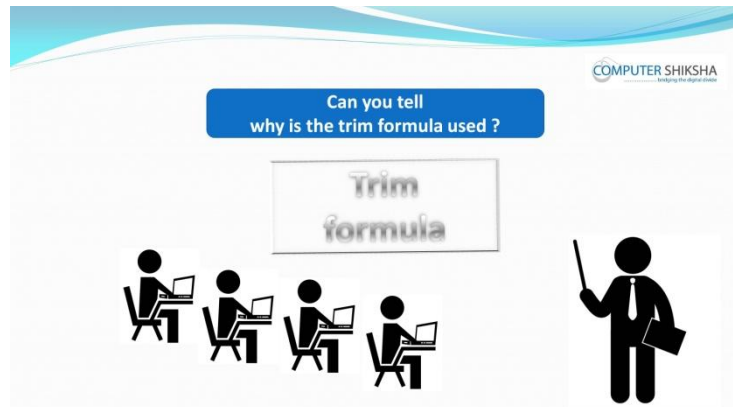
Stop video here and ask students to apply 'substitute' formula as shown in the video and then play the video again.

254. To stop video time at 1 hour 00 minute 57 seconds in VLC Media Player.

Stop video here and ask students to apply 'substitute' formula with 'find' syntax as shown in the video.

Now just check and play the video again.

255. To stop video time at 1 hour 01 minute 03 seconds in VLC Media Player.



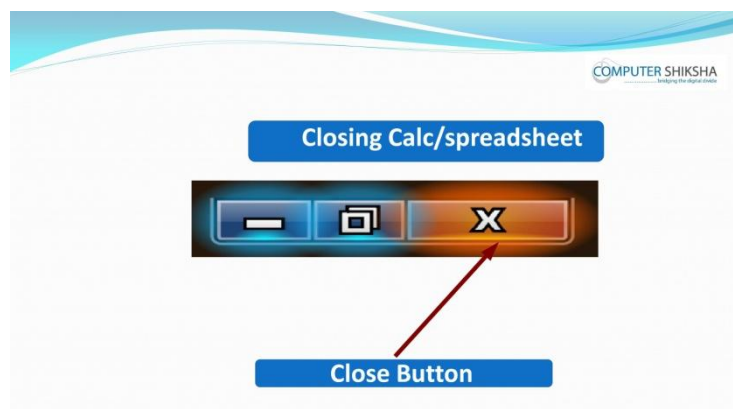
Stop video here and ask students: why we use trim formula?

Now just listen to the answer and play the video again for correct answer .

256. To stop video time at 1 hour 03 minute 09 seconds in VLC Media Player.

Stop video here and ask students to apply 'Trim' formula as shown in the video and then play the video again.

257. To stop video time at 1 hour 03 minute 06 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 8

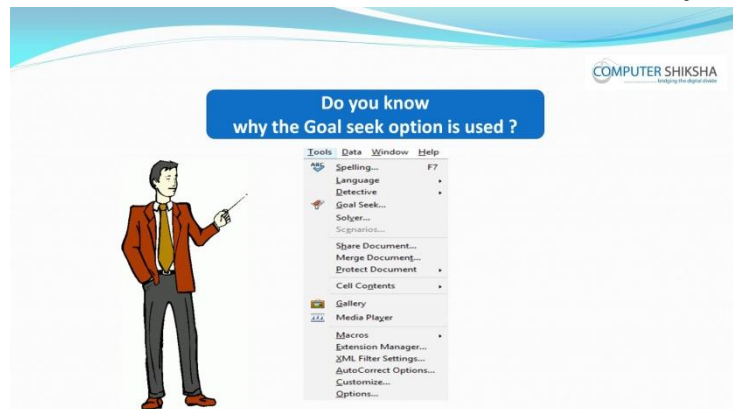
Summaries

- ✓ Revision of 'Len' formula.
- ✓ Revision of 'Left' formula.
- ✓ Revision of 'Right' formula.
- ✓ Revision of 'Mid' formula.
- ✓ Revision of 'Find' formula?
- ✓ Revision of 'Substitute' formula.

- ✓ How to use 'Goal seek'?
- ✓ Revision of 'Solver' option.
- ✓ Revision of 'Scenario' option.
- ✓ How to merge document?
- ✓ How to set password on the sheet or Document?

Now let's start video.

258. To stop video time at 28 seconds in VLC Media Player.



Stop video here and ask if they know why we use 'Goal seek'

Just listen to the answers and play the video again for the correct answer.

259. To stop video time at 45 seconds in VLC Media Player.



Stop video here and ask if they know why we use 'Solver'

Just listen to the answers and play the video again for the correct answer.

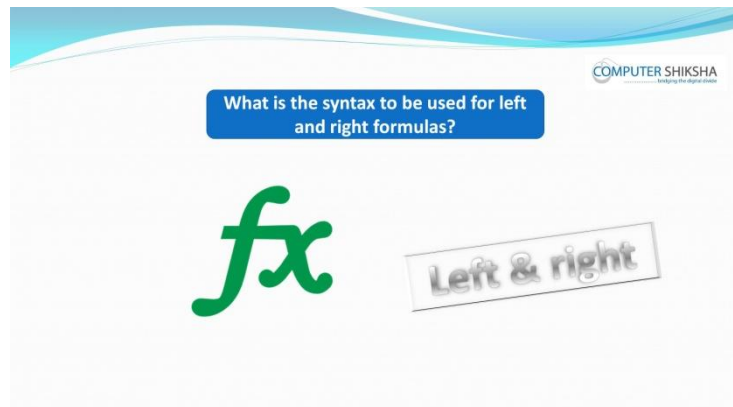
260. To stop video time at 1 minute 16 seconds in VLC Media Player.



Stop video here and ask if they know what they will do to set password on their sheet or document?

Just listen to the answers and play the video again for the correct answer.

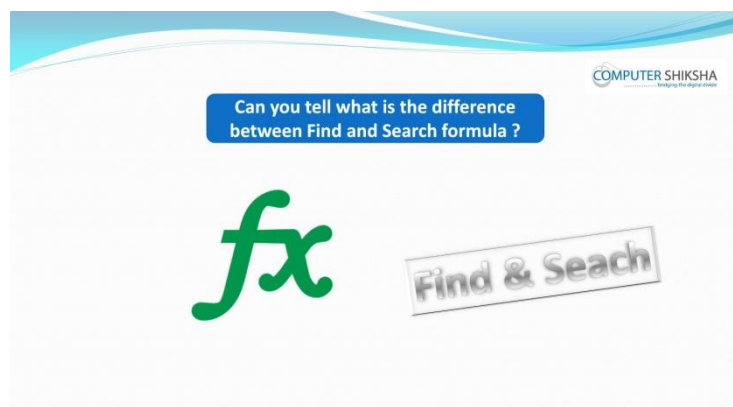
261. To stop video time at 1 minute 31 seconds in VLC Media Player.



Stop video here and ask what is syntax of 'Left and Right' formula?

Just listen to the answers and play the video again for the correct answer.

262. To stop video time at 2 minute 09 seconds in VLC Media Player.



Stop video here and ask what is the difference between ‘Find’ and ‘Search’ formula?

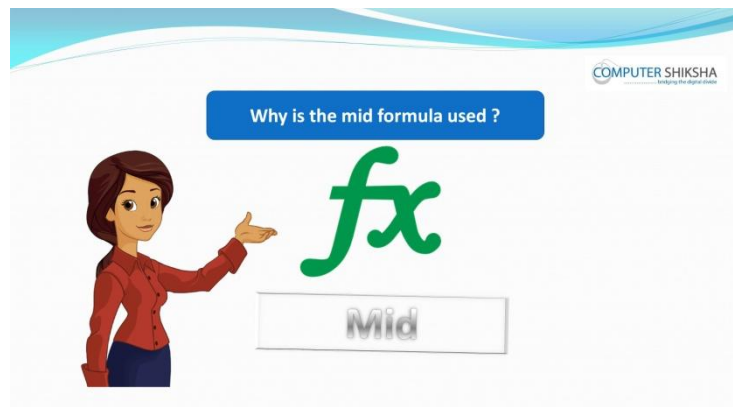
Just listen to the answers and play the video again for the correct answer.

263. To stop video time at 2 minute 49 seconds in VLC Media Player.



Stop video here and ask using the ‘Scenario’ option what task one can do?
Just listen to the answers and play the video again for the correct answer.

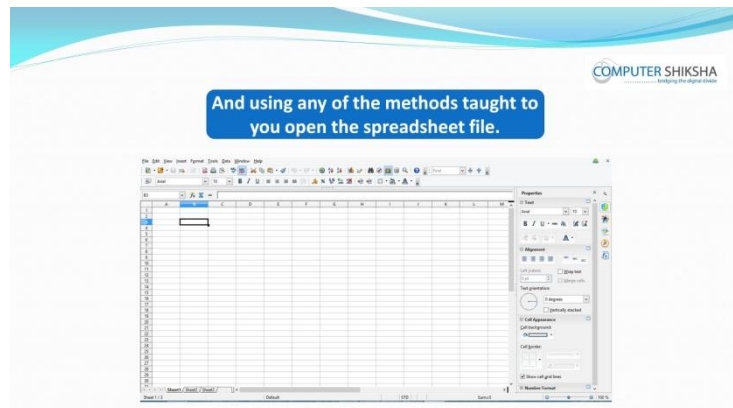
264. To stop video time at 3 minute 21 seconds in VLC Media Player.



Stop video here and ask if they know why we use ‘Mid’ formula?

Just listen to the answers and play the video again for the correct answer.

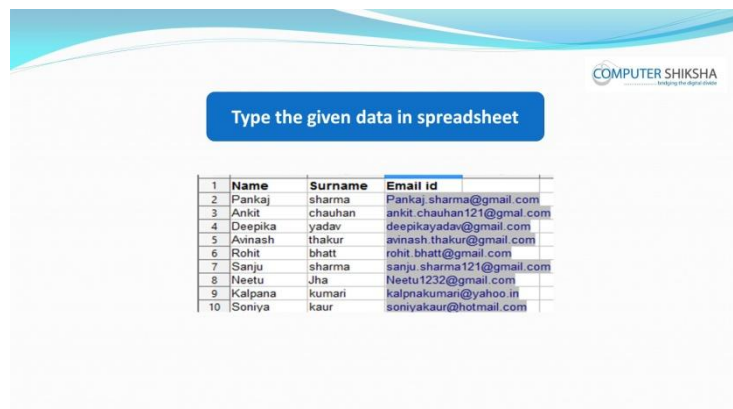
265. To stop video time at 3 minute 45 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the 'Spreadsheet file'.

Now just check whether they have opened the 'Calc' file and then play the video again.

266. To stop video time at 4 minute 02 seconds in VLC Media Player.



Stop video here and ask them to type the given data as shown in video.

Now just check and play the video again.

267. To stop video time at 4 minute 11 seconds in VLC Media Player.



Stop video here and ask students to find out first 3 letters from email/name using any formula?

268. To stop video time at 4 minute 59 seconds in VLC Media Player.


Stop video here and ask students to do as shown in the video and then play the video again.

269. To stop video time at 5 minute 19 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check and play the video again.

270. To stop video time at 5 minute 28 seconds in VLC Media Player.



Similarly show how will you extract four letters from the right side of any name.

	Name	Surname	Email id
1	Pankaj	sharma	Pankaj.sharma@gmail.com
2	Ankit	chauhan	ankit.chauhan121@gmail.com
3	Deepika	yadav	deepikayadav@gmail.com
4	Avinash	thakur	avinash.thakur@gmail.com
5	Rohit	bhatt	rohit.bhatt@gmail.com
6	Sanju	sharma	sanju.sharma121@gmail.com
7	Neetu	Jha	Neetu1232@gmail.com
8	Kalpana	kumari	kalpnakumari@yahoo.in
9	Soniya	kaur	soniyakaur@hotmail.com
10			

Stop video here and ask students to find out last 4 letters from email/name using any formula?

271. To stop video time at 6 minute 24 seconds in VLC Media Player.

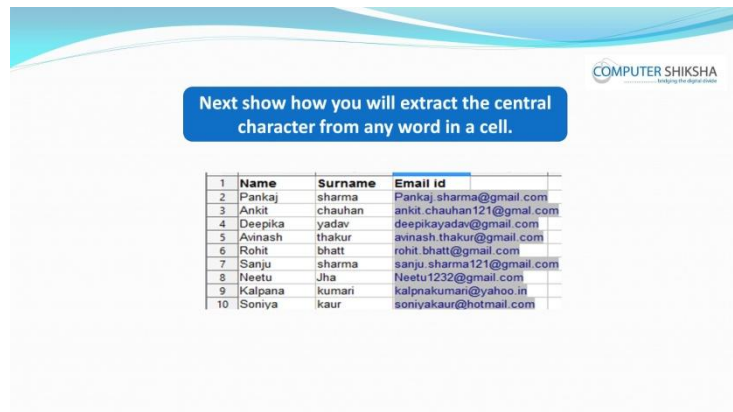
Stop video here and ask students to do as shown in the video and then play the video again.

272. To stop video time at 6 minute 51 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have found out 4 letters or not and then the play the video again.

273. To stop video time at 7 minute 03 seconds in VLC Media Player.



Stop video here and ask students to find out central letters from email/name using any formula

274. To stop video time at 8 minute 27 seconds in VLC Media Player.

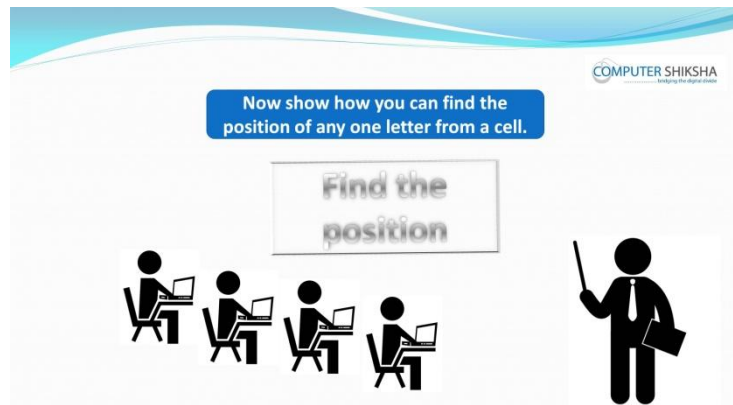
Stop video here and ask students to find out any letter from the middle of email id/name and then play the video again

275. To stop video time at 9 minute 01 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check and play the video again.

276. To stop video time at 9 minute 11 seconds in VLC Media Player.



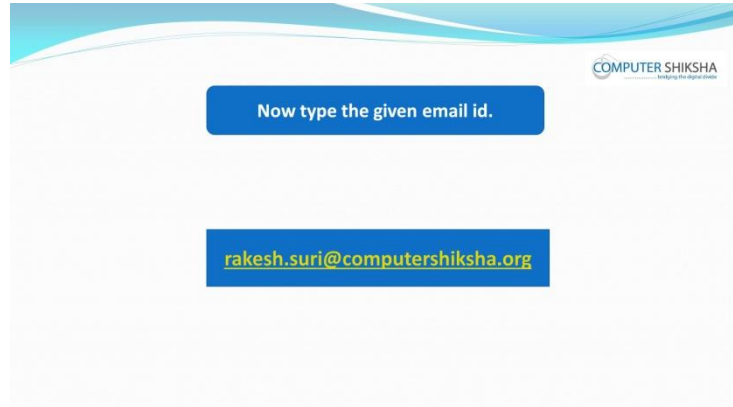
Stop video here and ask students to find out the position of any letter and then play the video again.

277. To stop video time at 10 minute 59 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

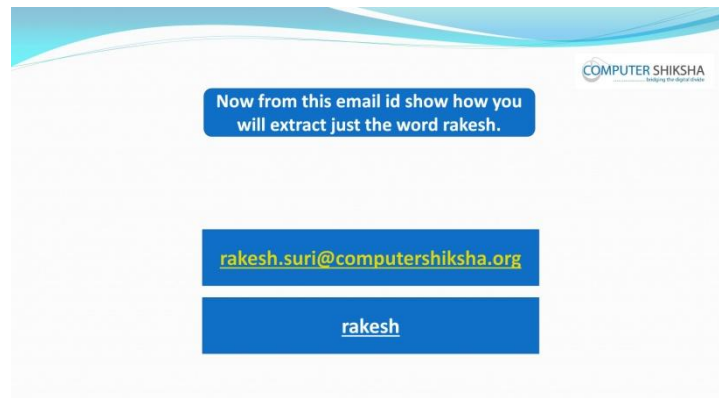
Now just check whether they found the position of “@” or not and then play the video again.

278. To stop video time at 11 minute 07 seconds in VLC Media Player.



Stop video here and ask students to type the given id as shown in the video and then play the video again.

279. To stop video time at 11 minute 22 seconds in VLC Media Player.



Stop video here and ask students to separate the ‘Rakesh’ word from the email id and then play the video again.

280. To stop video time at 12 minute 07 seconds in VLC Media Player.

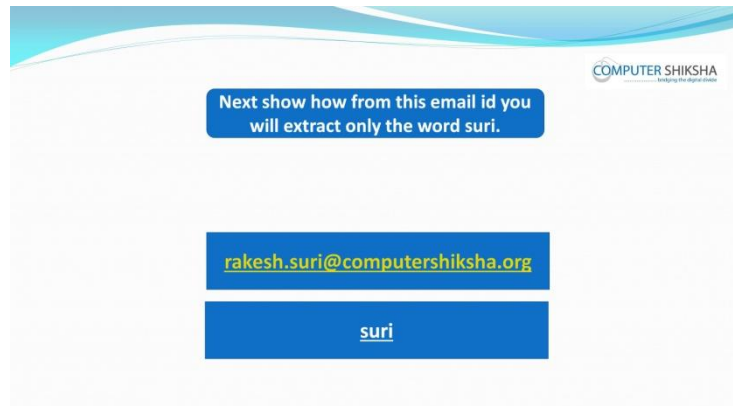
Stop video here and ask students to type email id as shown in the video and then play the video again.

281. To stop video time at 14 minute 40 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have separated the given word or not and then play the video again.

282. To stop video time at 14 minute 48 seconds in VLC Media Player.



Stop video here and ask students to separate the 'Suri' word from the email id and then play the video again.

283. To stop video time at 18 minute 24 seconds in VLC Media Player.

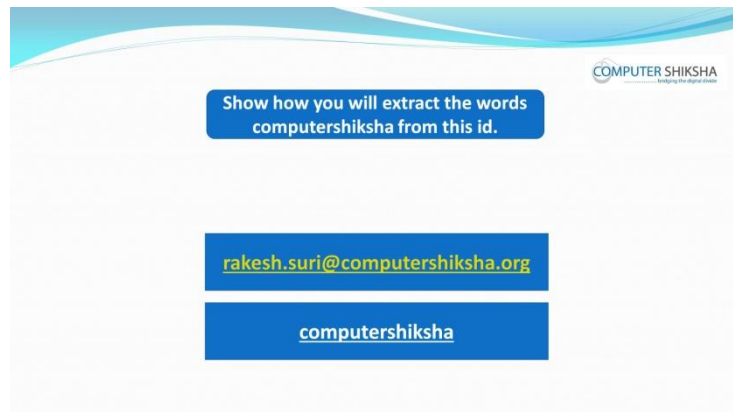
Stop video here and ask students to type the syntax as shown in the video and then play the video again.

284. To stop video time at 19 minute 23 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Mid' formula or not and then play the video again.

285. To stop video time at 19 minute 30 seconds in VLC Media Player.



Stop video here and ask students to separate the 'Computer Shiksha' word from the email id and then play the video again.

286. To stop video time at 23 minute 18 seconds in VLC Media Player.

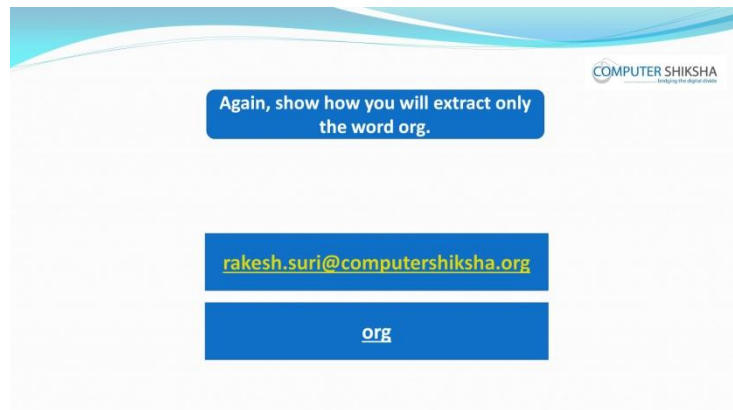
Stop video here and ask students to type the syntax as shown in the video and then play the video again.

287. To stop video time at 23 minute 56 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have done the practice of 'Mid' formula or not and then play the video again.

288. To stop video time at 24 minute 01 seconds in VLC Media Player.



Stop video here and ask students to separate the 'org' word from the email id and then play the video again.

289. To stop video time at 26 minute 23 seconds in VLC Media Player.

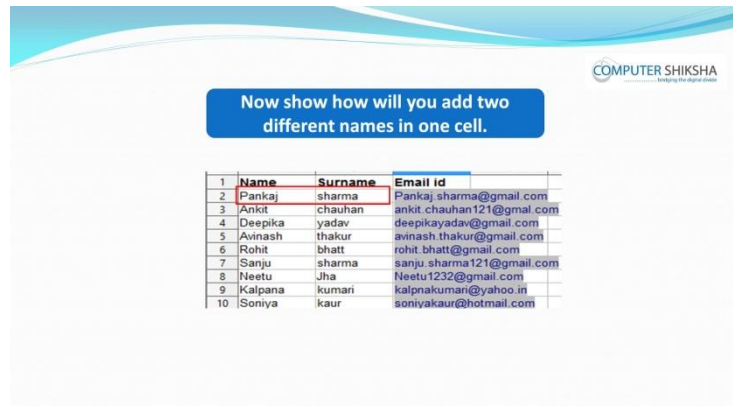
Stop video here and ask students to type the syntax as shown in the video and then play the video again.

290. To stop video time at 27 minute 01 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have done the practice of 'Right' formula or not and then play the video again.

291. To stop video time at 27 minute 07 seconds in VLC Media Player.



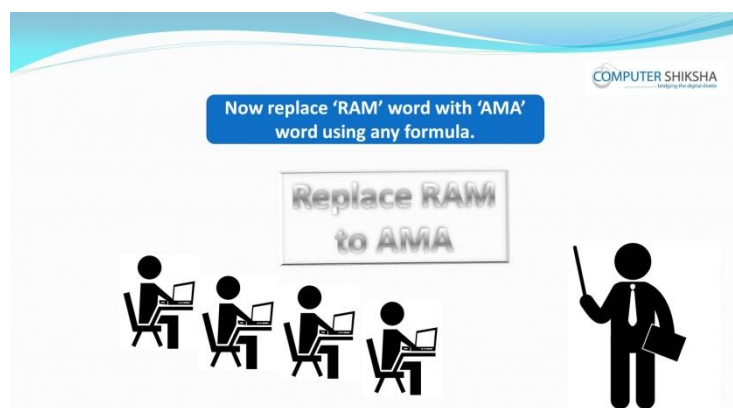
Stop video here and ask students to add two names in single name and then play the video again.

292. To stop video time at 28 minute 14 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have added two names or not and then play the video again.

293. To stop video time at 28 minute 30 seconds in VLC Media Player.



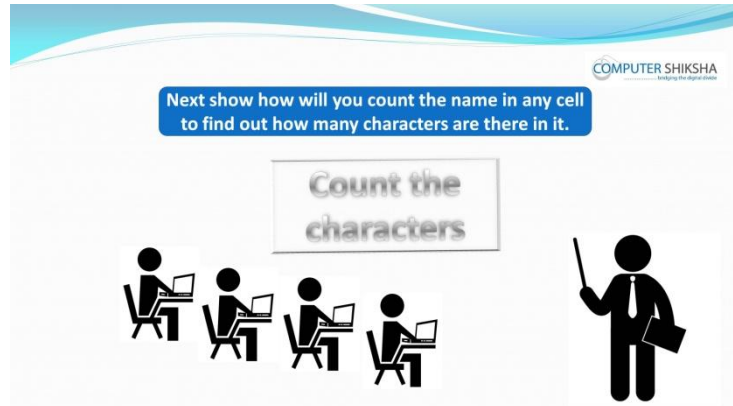
Stop video here and ask students to type the 'Ram' word as shown in the video and then play the video again.

294. To stop video time at 30 minute 22 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have done the practice of 'Substitute' formula or not and then play the video again.

295. To stop video time at 30 minute 34 seconds in VLC Media Player.



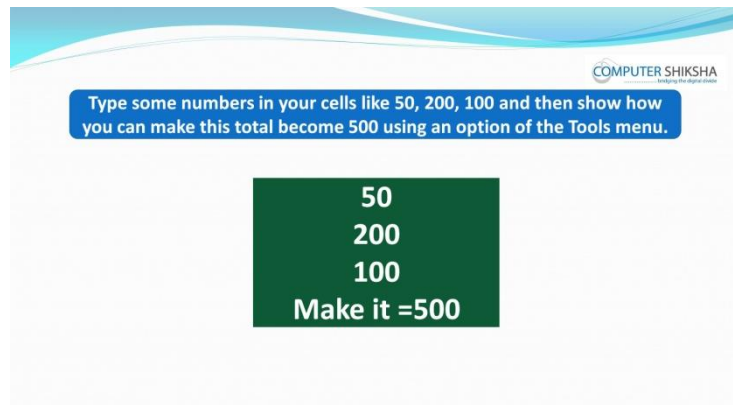
Stop video here and ask students to count characters in any cell and then play the video again.

296. To stop video time at 31 minute 56 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have counted the characters in cell or not then play the video again.

297. To stop video time at 32 minute 24 seconds in VLC Media Player.



Stop video here and ask students to type some numbers and using some option make total value '500' and then play the video again.

298. To stop video time at 33 minute 22 seconds in VLC Media Player.

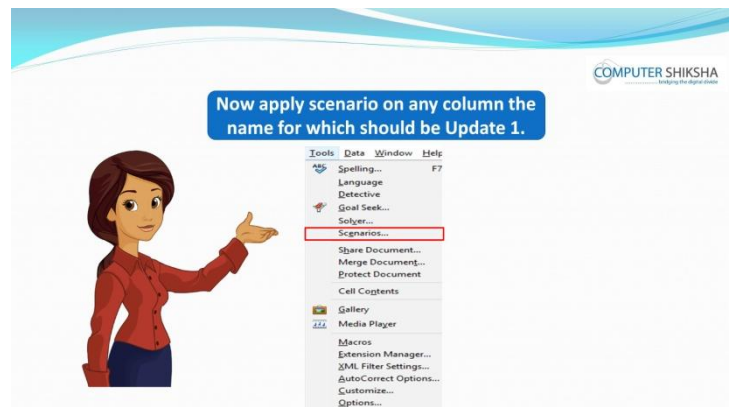
Stop video here and ask students to sum up the numbers as shown in the video and then play the video again.

299. To stop video time at 34 minute 18 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

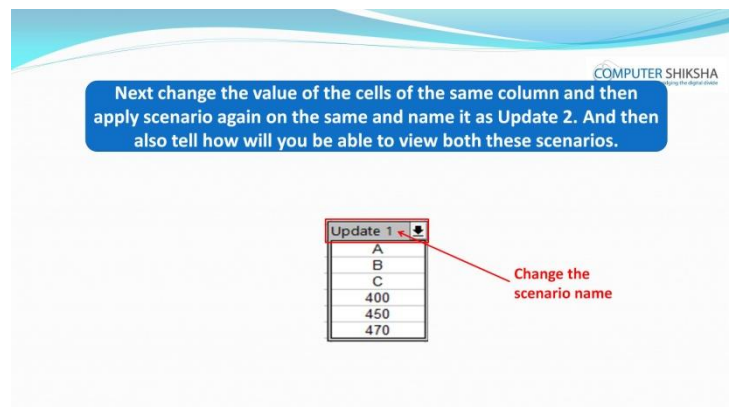
Now just check whether they have done the practice of 'Goal seek' and then play the video again.

300. To stop video time at 34 minute 30 seconds in VLC Media Player.



Stop video here and ask students to apply Scenario option and Scenario name should be 'Update 1' and then play the video again.

301. To stop video time at 34 minute 50 seconds in VLC Media Player.



Stop video here and ask students to change the value of cells and again apply the 'Scenario' and name should be 'Update 2' and then play the video again.

302. To stop video time at 35 minute 54 seconds in VLC Media Player.

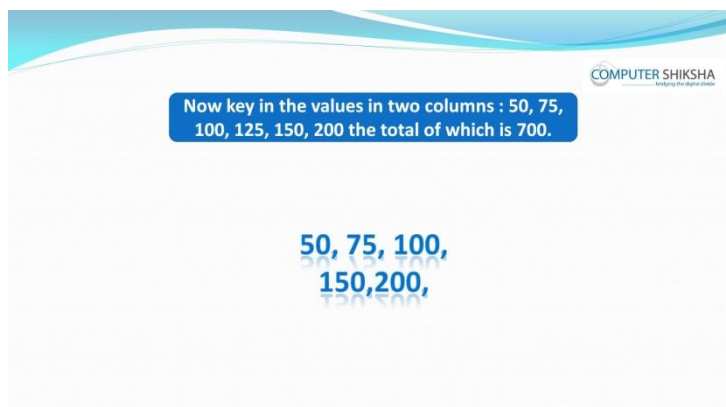
Stop video here and ask students to do as shown in the video and then play the video again.

303. To stop video time at 37 minute 06 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have done the practice of the ‘Scenario’ or not and then play the video again.

304. To stop video time at 37 minute 36 seconds in VLC Media Player.



Stop video here and ask students to do total of the given numbers whose answer is ‘700’, however target is value is 1000. Ask the students: which option will be used to change any cell value so that answer meets the target value.

305. To stop video time at 39 minute 02 seconds in VLC Media Player.

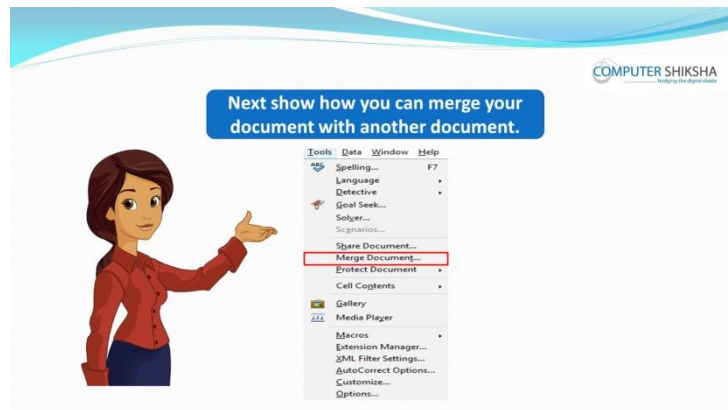
Stop video here and ask students to ‘Sum up’ the numbers as shown in the video and then play the video again.

306. To stop video time at 39 minute 58 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have done the practice of ‘Solver’ and play the video again.

307. To stop video time at 40 minute 04 seconds in VLC Media Player.



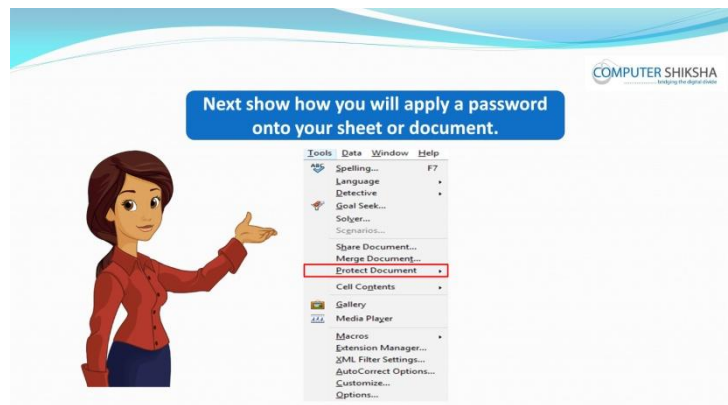
Stop video here and ask students to 'Merge document' and then play the video again.

308. To stop video time at 41 minute 16 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether has used the 'Merge document' and play the video again.

309. To stop video time at 41 minute 25 seconds in VLC Media Player.



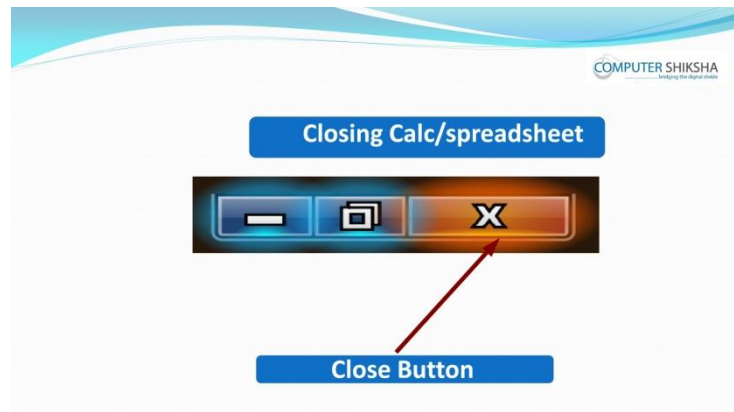
Stop video here and ask students to set the password on the sheet and then play the video again.

310. To stop video time at 42 minute 18 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have set the password or not and then play the video again.

311. To stop video time at 42 minute 39 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 9

- ✓ Why we use 'Consolidate'?
- ✓ Why we use 'Goal seek'?
- ✓ What happens by 'Group and Outline'?
- ✓ What is 'Pivot table'?
- ✓ How to use 'Pivot table'?
- ✓ Why we use 'PMT' formula?

- ✓ Why we use 'IPMT' formula?
- ✓ Why we use 'PV' formula?
- ✓ Why we use 'NPV' formula?
- ✓ Why we use 'FV' formula?
- ✓ Why we use 'Offset' formula?
- ✓ Why we use 'Column' formula?
- ✓ Why we use 'Row' formula?
- ✓ How to use 'Address' formula?
- ✓ Why we use 'Indirect' formula?

Now let's start video.

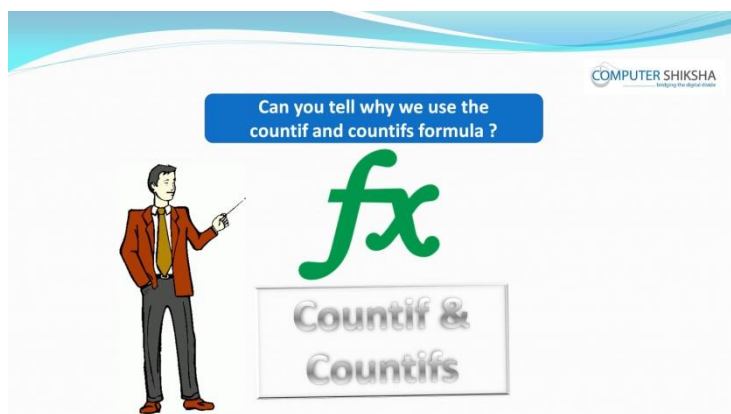
312. To stop video time at 34 seconds in VLC Media Player.



Stop video here and ask if they know what will they do to select more than one pictures?

Just listen to the answers and play the video again for the correct answer.

313. To stop video time at 1 minute 00 seconds in VLC Media Player.



Stop video here and ask what is the difference between ‘Count if’ and ‘Count ifs’?

Just listen to the answers and play the video again for the correct answer.

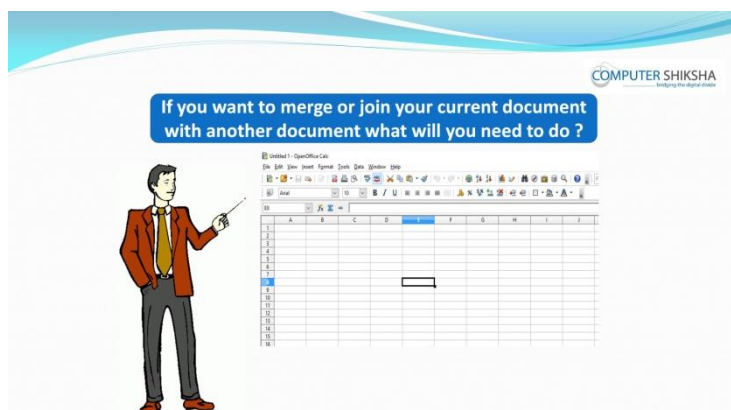
314. To stop video time at 1 minute 29 seconds in VLC Media Player.



Stop video here and ask what is the difference between ‘Goal seek’ and ‘Solver’?

Just listen to the answers and play the video again for the correct answer.

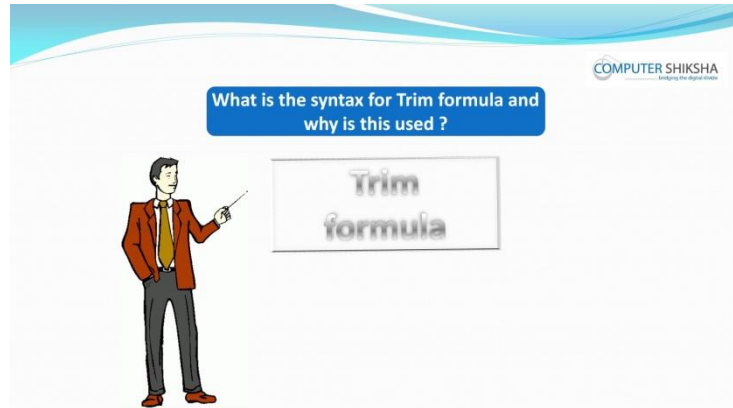
315. To stop video time at 1 minute 56 seconds in VLC Media Player.



Stop video here and ask if they know what they need to do to ‘Merge document’?

Just listen to the answers and play the video again for the correct answer.

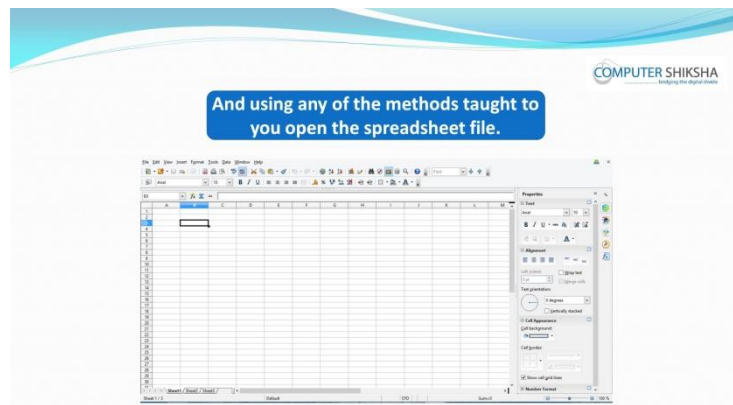
316. To stop video time at 2 minute 14 seconds in VLC Media Player.



Stop video here and ask what is syntax of ‘Trim’ formula?

Just listen to the answers and play the video again for the correct answer.

317. To stop video time at 2 minute 47 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the ‘Spreadsheet file’ and then play the video again.

318. To stop video time at 3 minute 22 seconds in VLC Media Player.


Now type the given data in spreadsheet/Calc.

Company	month sale	Customer	number sold
abc	12/01/16	pankaj	89
abc	12/03/16	suraj	96
abc	12/04/16	vinod	58
bbc	05/15/16	saurabh	69
bbc	06/02/16	sujit	32
ccc	12/02/16	pankaj	12
ccc	02/23/16	vinod	63
dcc	04/04/16	arun	78
dcc	02/23/16	sahil	96
dcc	06/03/16	varun	78

Stop video here and ask them to type the given data which is shown in video.
Now just check and play the video again.

319. To stop video time at 3 minute 36 seconds in VLC Media Player.

Can you tell why the Consolidate option is used?



Stop video here and ask if they can tell why we use 'Consolidate'
Just listen to the answers and play the video again for the correct answer.

320. To stop video time at 4 minute 24 seconds in VLC Media Player.

Stop video here and ask students to type the data as shown in the video and then play the video again.

321. To stop video time at 4 minute 56 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Data menu' and then click on the 'Consolidate' option as shown in the video and then play the video again.

322. To stop video time at 5 minute 39 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

323. To stop video time at 6 minute 39 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

324. To stop video time at 7 minute 00 seconds in VLC Media Player.

Now just check whether they have used 'Consolidate' option or not and then play the video again.

325. To stop video time at 8 minute 51 seconds in VLC Media Player.

Stop video here and ask students to do the grouping of the rows as shown in the video and then play the video again.

326. To stop video time at 9 minute 49 seconds in VLC Media Player.

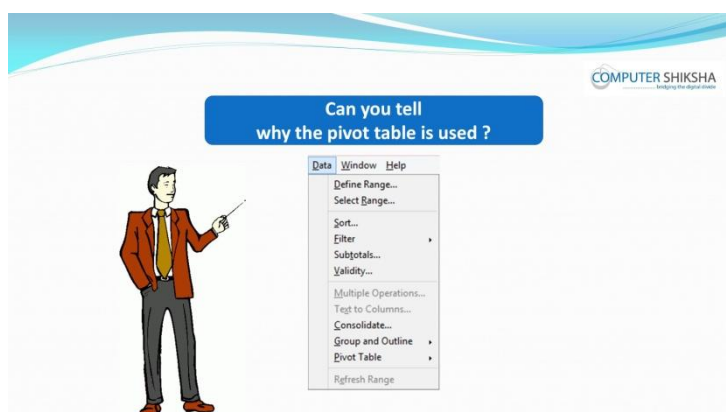
Stop video here and ask students to do grouping of the Columns as shown in the video and then play the video again.

327. To stop video time at 10 minute 36 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have ungroup the 'Row & Column' or not and then play the video again.

328. To stop video time at 10 minute 45 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'Pivot table'

Just listen to the answers and play the video again for the correct answer.

329. To stop video time at 11 minute 47 seconds in VLC Media Player.

Stop video here and ask students to do copy and paste the data as shown in the video and then play the video again.

330. To stop video time at 12 minute 25 seconds in VLC Media Player.

Stop video here and ask students to click on 'Data menu' and then click on the 'Pivot table' and then play the video again.

331. To stop video time at 14 minute 54 seconds in VLC Media Player.

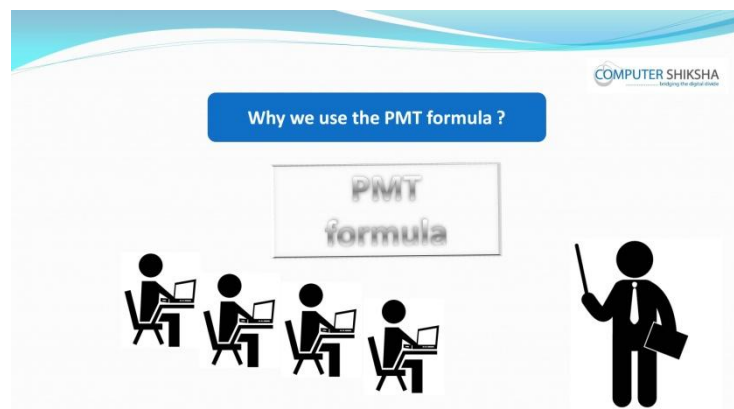
Stop video here and ask students to do as shown in the video and then play the video again.

332. To stop video time at 16 minute 49 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have created 'Pivot table or not and then play the video again.

333. To stop video time at 17 minute 20 seconds in VLC Media Player.



Stop video here and ask if they know why we use 'PMT' formula

Just listen to the answers and play the video again for the correct answer.

334. To stop video time at 17 minute 48 seconds in VLC Media Player.

Stop video here and ask students to write down syntax of the 'PMT' formula and then play the video again.

335. To stop video time at 19 minute 23 seconds in VLC Media Player.

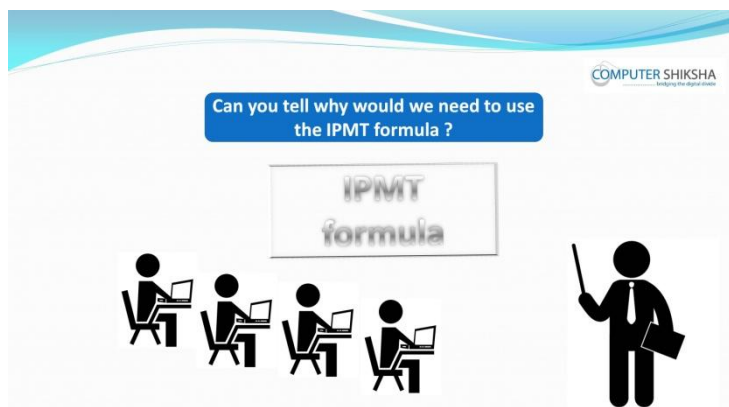
Stop video here and ask students to type the data as shown in the video and then play the video again.

336. To stop video time at 21 minute 13 seconds in VLC Media Player.

Stop video here and ask students to find out the monthly installment as shown in the video.

Now just check and play the video again.

337. To stop video time at 21 minute 20 seconds in VLC Media Player.



Stop video here and ask if they can tell why will we use 'IPMT' formula? Just listen to the answers and play the video again for the correct answer.

338. To stop video time at 17 minute 48 seconds in VLC Media Player.

Stop video here and ask students to write down syntax of the 'IPMT' formula and then play the video again.

339. To stop video time at 23 minute 26 seconds in VLC Media Player.

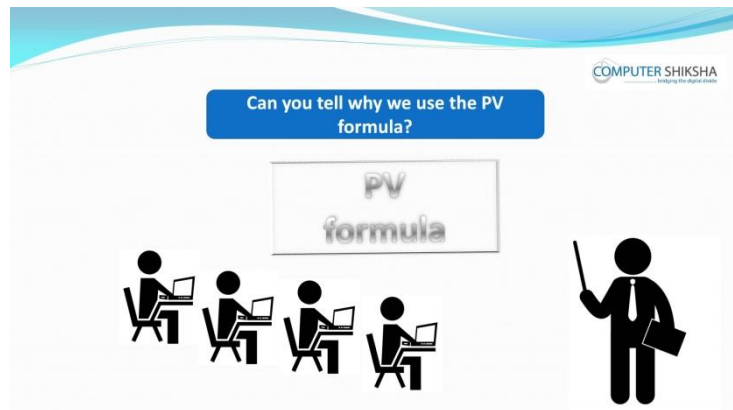
Stop video here and ask students to do as shown in the video and then play the video again.

340. To stop video time at 24 minute 18 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Stop video here and check whether they've found the interest rate or not and then play the video again.

341. To stop video time at 24 minute 28 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'PV' formula?
Just listen to the answers and play the video again for the correct answer.

342. To stop video time at 25 minute 06 seconds in VLC Media Player.

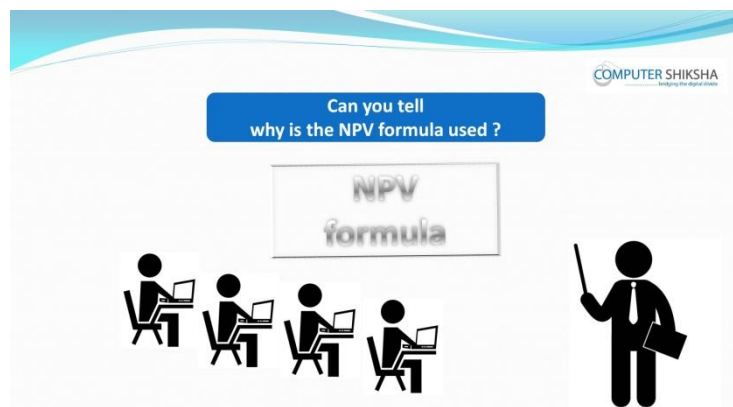
Stop video here and ask students to write down syntax of the 'PV' formula and then play the video again.

343. To stop video time at 27 minute 20 seconds in VLC Media Player.

Stop video here and ask students to find out the present value as shown in the video.

Now just check and play the video again.

344. To stop video time at 27 minute 29 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use 'NPV' formula?
Just listen to the answers and play the video again for the correct answer.

345. To stop video time at 28 minute 02 seconds in VLC Media Player.

Stop video here and ask students to write down syntax of the 'NPV' formula and then play the video again.

346. To stop video time at 29 minute 17 seconds in VLC Media Player.

Stop video here and ask students to type two different amounts as shown in the video and then play the video again.

347. To stop video time at 30 minute 43 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'NPV' formula or not and then play the video again.

348. To stop video time at 31 minute 17 seconds in VLC Media Player.

Stop video here and ask students to write down syntax of the 'RATE' formula and then play the video again.

349. To stop video time at 33 minute 06 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Rate' formula or not and then play the video again.

350. To stop video time at 33 minute 24 seconds in VLC Media Player.

Stop video here and ask students to type two different amounts as shown in the video and then play the video again.

351. To stop video time at 34 minute 24 seconds in VLC Media Player.

Stop video here and ask students to count the row value as shown in the video and then play the video again.

352. To stop video time at 35 minute 30 seconds in VLC Media Player.

Stop video here and ask students to count the column value as shown in the video and then play the video again.

353. To stop video time at 36 minute 01 seconds in VLC Media Player.

Stop video here and ask students to write down syntax of the 'ADDRESS' formula and then play the video again.

354. To stop video time at 37 minute 49 seconds in VLC Media Player.

Stop video here and ask students to find out address of any cell as shown in the video.

Now just check and play the video again.

355. To stop video time at 40 minute 13 seconds in VLC Media Player.

Stop video here and ask students to find the value of any cell with help of 'Indirect' formula as shown in the video.

Now just check and play the video again.

356. To stop video time at 40 minute 39 seconds in VLC Media Player.



Stop video here and ask why we use 'Offset' formula?

Just listen to the answers and play the video again for the correct answer.

357. To stop video time at 41 minute 12 seconds in VLC Media Player.

Stop video here and ask students to write down syntax of the 'OFFSET' formula and then play the video again.

358. To stop video time at 40 minute 16 seconds in VLC Media Player.

Stop video here and ask students to type data as shown in the video and then play the video again.

359. To stop video time at 42 minute 58 seconds in VLC Media Player.

Stop video here and ask students to use 'Offset' formula as shown in the video and then play the video again.

360. To stop video time at 44 minute 45 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

361. To stop video time at 45 minute 31 seconds in VLC Media Player.

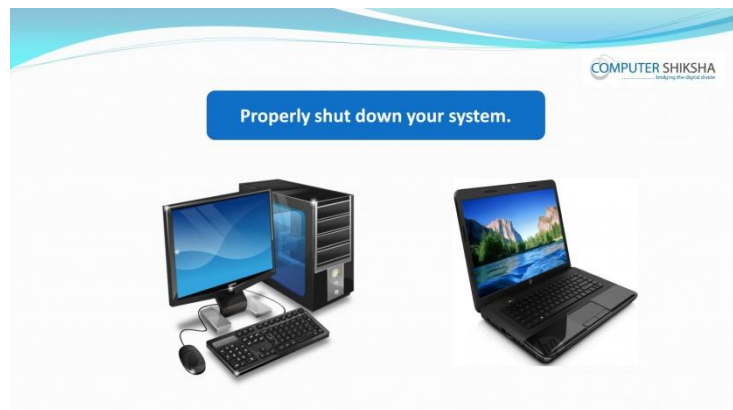
Stop video here and ask students to sum up the four numbers and check whether answer is correct or not and then play the video again.

362. To stop video time at 46 minute 47 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Offset' formula or not and then play the video again.

363. To stop video time at 46 minute 17 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

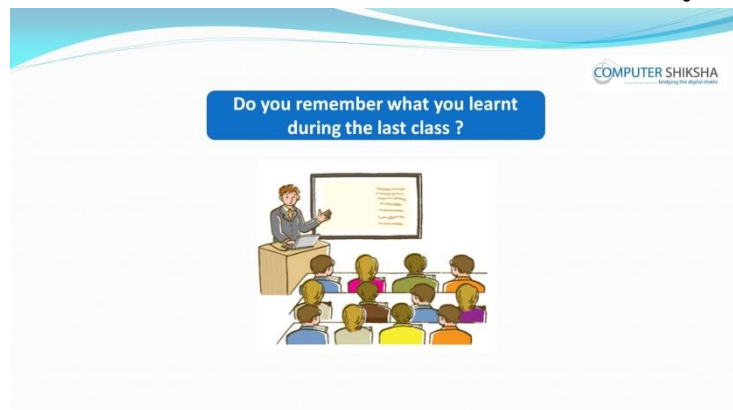
Complete teacher's manual for Open office Calc 2 Class 10

✓ Why we use 'Spelling option'?

- ✓ Why we use 'Detective option'?
- ✓ How to use 'Goal seek' option?
- ✓ How to use 'Solver'?
- 364. Why we use 'Scenario' option?
- ✓ Why we use 'Share Document' option?
- ✓ Why we use 'Merge Document'?
- ✓ Why we use 'Protect Document'?
- ✓ Why we use 'Cell Contents'?
- ✓ Why we use 'Left' formula?
- ✓ Why we use 'Right' formula?
- ✓ Why we use 'Mid' formula?
- ✓ Why we use 'Find' formula?
- ✓ Why we use 'Search' formula?
- ✓ Why we use 'Substitute' formula?
- ✓ How to use 'Length' formula?

Now let's start video.

365. To stop video time at 14 seconds in VLC Media Player.



Stop video here and ask students, if they remember what they learnt in previous class?

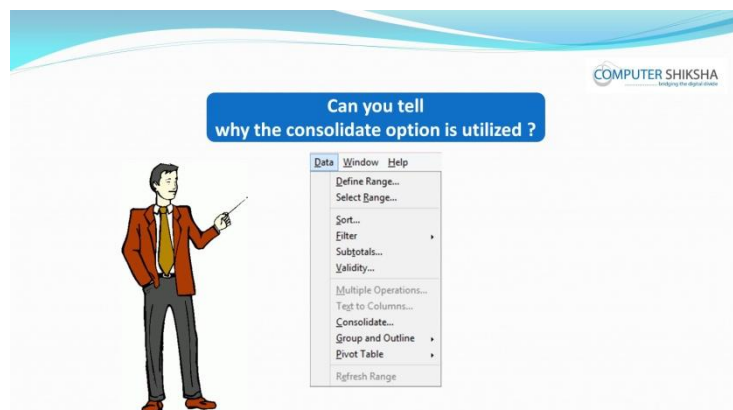
Just listen to the answers and play the video again for the correct answer.

366. To stop video time at 47 seconds in VLC Media Player.



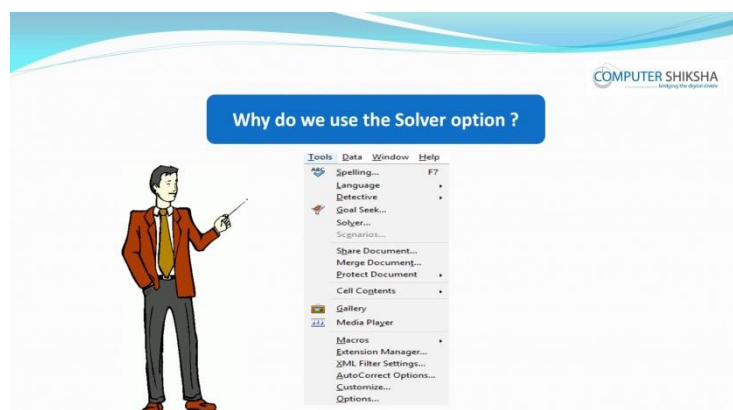
Stop video here and ask if they can tell why the Pivot table is used?
Just listen to the answers and play the video again for the correct answer.

367. To stop video time at 1 minute 34 seconds in VLC Media Player.



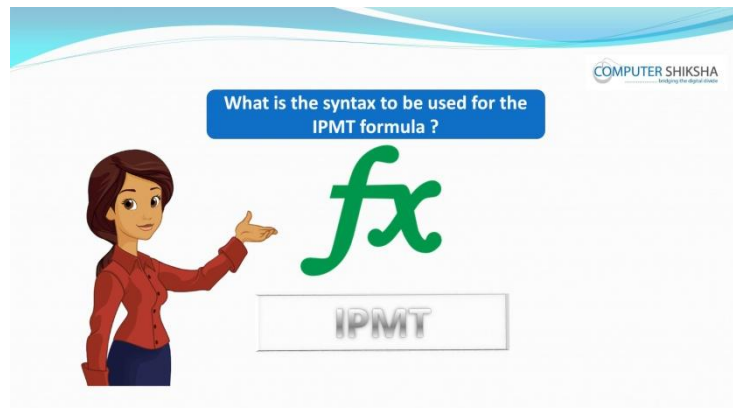
Stop video here and ask: Why we use consolidate option?
Just listen to the answers and play the video again for the correct answer.

368. To stop video time at 1 minute 55 seconds in VLC Media Player.



Stop video here and ask: Why we use solver option?
Just listen to the answers and play the video again for the correct answer.

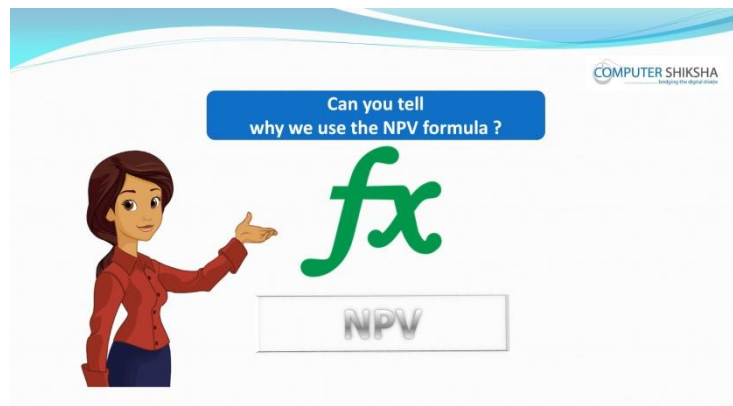
369. To stop video time at 2 minute 10 seconds in VLC Media Player.



Stop video here and ask” What is syntax for IPMT formula ?

Just listen to the answers and play the video again for the correct answer.

370. To stop video time at 2 minute 45 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use NPV formula ?

Just listen to the answers and play the video again for the correct answer.

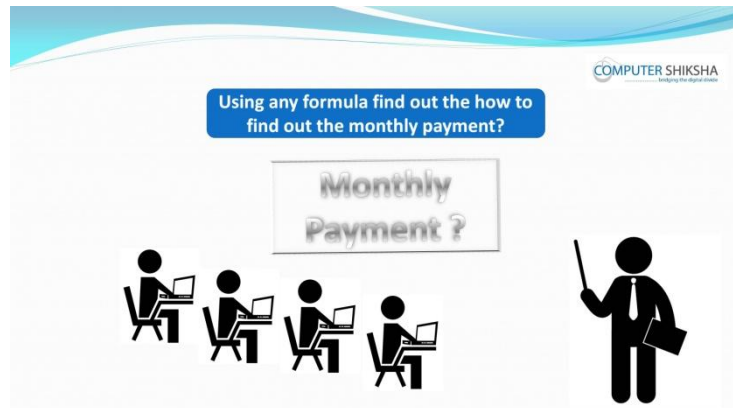
371. To stop video time at 3 minute 30 seconds in VLC Media Player.

Stop video here and ask students to turn on the computer and open the ‘Spreadsheet file’ and then play the video again.

372. To stop video time at 03 minute 37 seconds in VLC Media Player.

Stop video here and ask students to type the given data as shown in the video and then play the video again.

373. To stop video time at 04 minute 02 seconds in VLC Media Player.



Stop video here and ask students to find out the monthly payment using any formula and then play the video again.

374. To stop video time at 05 minute 49 seconds in VLC Media Player.

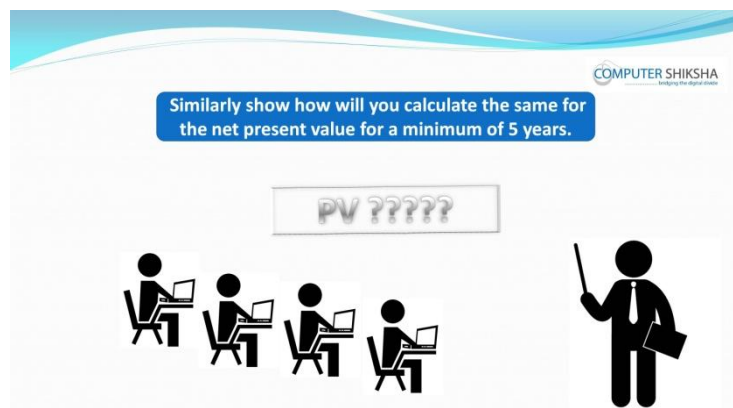
Stop video here and ask students to type as shown in the video and then play the video again.

375. To stop video time at 07 minute 55 seconds in VLC Media Player.

Stop video here and ask students to find out monthly payment as shown in the video.

Now just check and play the video again.

376. To stop video time at 08 minute 07 seconds in VLC Media Player.



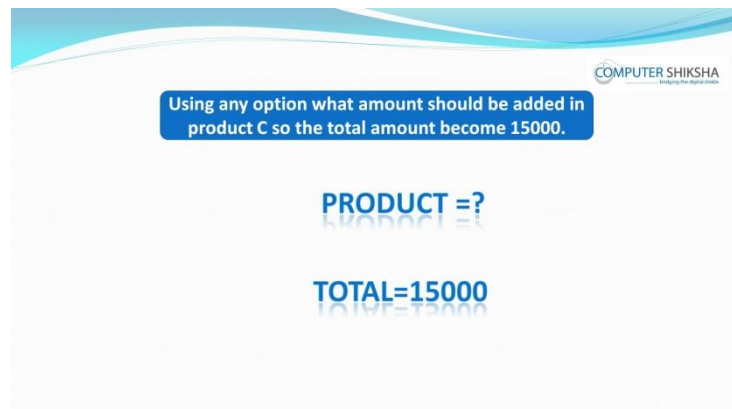
Stop video here and ask students to find out Net Present value for 5 years and then play the video again.

377. To stop video time at 09 minute 33 seconds in VLC Media Player.

Stop video here and ask students to apply 'NPV' formula as shown in the video and then play the video again.

Now just check and play the video again.

378. To stop video time at 10 minute 03 seconds in VLC Media Player.



Stop video here and ask students to find out the 'product c' value as told in the video and then play the video again.

379. To stop video time at 11 minute 12 seconds in VLC Media Player.

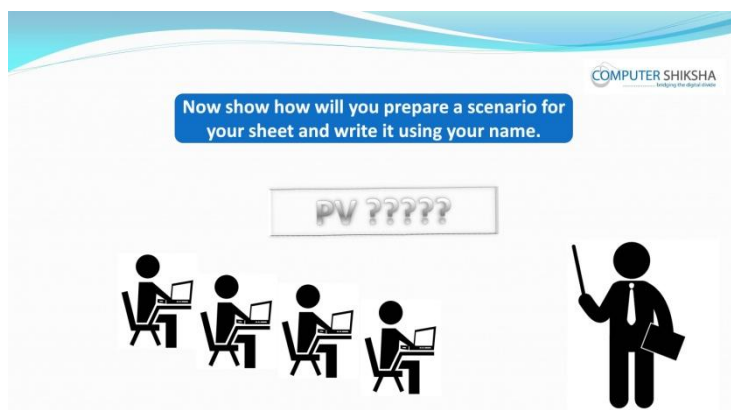
Stop video here and ask students to type out the given data as shown in the video and then play the video again.

380. To stop video time at 11 minute 58 seconds in VLC Media Player.

Stop video here and ask students to define the 'formula cell'; 'Target Value'; 'variable cell' as shown in video and play the video again.

Now just check and play the video again.

381. To stop video time at 12 minute 08 seconds in VLC Media Player.



Stop video here and ask students to create scenario for this sheet and then play the video again.

382. To stop video time at 14 minute 26 seconds in VLC Media Player.

Stop video here and ask students to do 'Copy & Paste' one sheet to another as shown in video and play the video again.

383. To stop video time at 15 minute 16 seconds in VLC Media Player.

Stop video here and ask students to set the scenario as shown in video and play the video again.

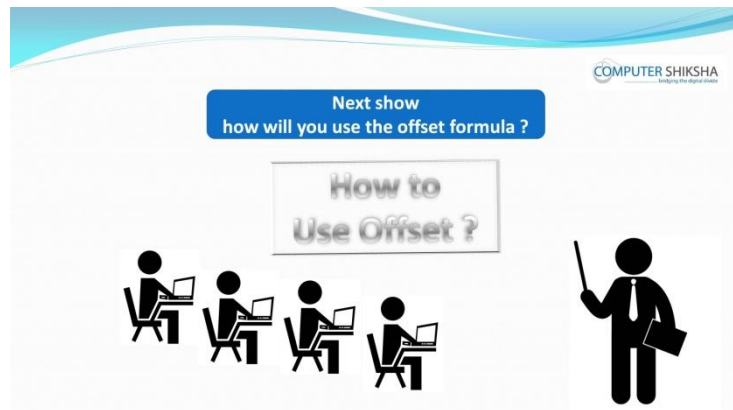
Now just check and play the video again.

384. To stop video time at 15 minute 31 seconds in VLC Media Player.



Stop video here and ask students to type this data on another sheet and then play the video again.

385. To stop video time at 15 minute 37 seconds in VLC Media Player.



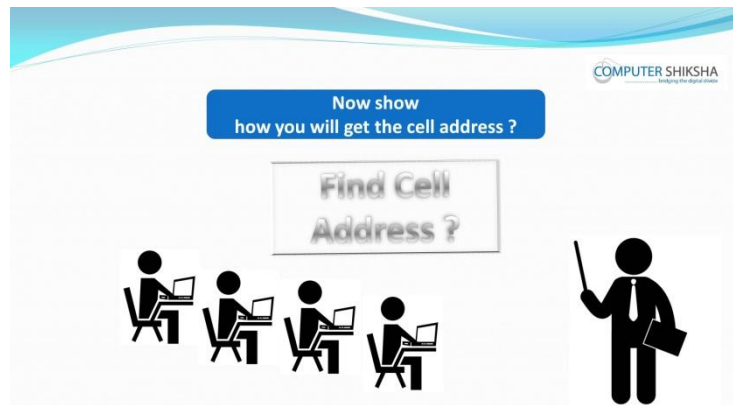
Stop video here and ask students to do practice of ‘Offset’ and then play the video again.

386. To stop video time at 18 minute 03 seconds in VLC Media Player.

Stop video here and ask students to apply ‘Offset’ formula as shown in the video and then play the video again.

Now just check and play the video again.

387. To stop video time at 18 minute 05 seconds in VLC Media Player.



Stop video here and ask if they know how will they get the ‘Cell address’? Just listen to the answers and play the video again for the correct answer.

388. To stop video time at 18 minute 05 seconds in VLC Media Player.

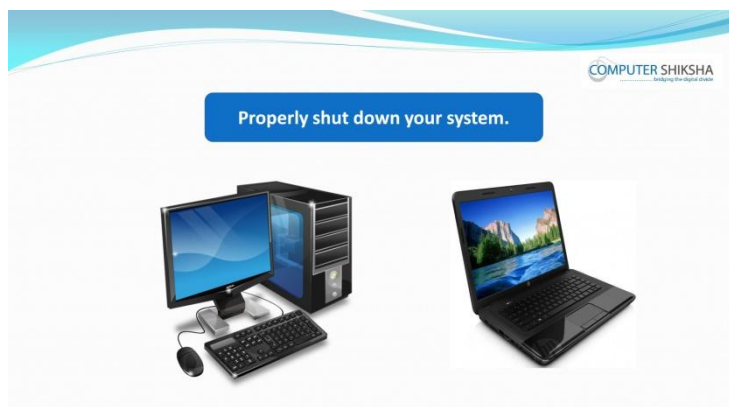
Stop video here and ask students to find out one-by-one reference value using any formula and then play the video again.

389. To stop video time at 19 minute 43 seconds in VLC Media Player.

Stop video here and ask students to apply 'Address' formula as shown in the video and then play the video again.

Now just check and play the video again.

390. To stop video time at 19 minute 59 seconds in VLC Media Player.



Stop video here and ask students to close their file and shutdown the computer.

Complete teacher's manual for Open office Calc 2 Class 11

- ✓ Why we use 'Solver'?
- ✓ Why we use 'Goal seek'?
- ✓ How to use 'Gallery' option?
- ✓ Why we use 'Count if' formula?
- ✓ Why we use 'Count ifs' formula?
- ✓ Why we use 'Sum if' formula?
- ✓ Why we use 'Sum ifs' formula?
- ✓ Why we use 'Large' formula?
- ✓ Why we use 'Small' formula?
- ✓ Why we use 'Row' formula?
- ✓ How to use 'Hlookup' formula?

- ✓ Why we use 'Address' formula?
- ✓ Why we use 'Indirect' formula?

Now let's start video.

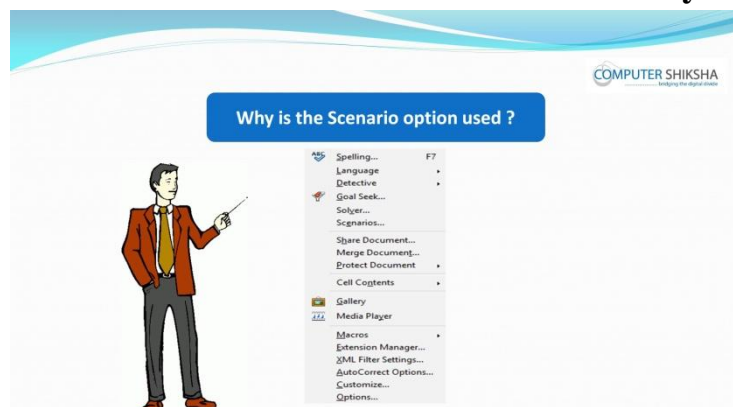
391. To stop video time at 40 seconds in VLC Media Player.



Stop video here and ask students if they remember what they had learnt in the previous class?

Just listen to the answers and play the video again for the correct answer.

392. To stop video time at 53 seconds in VLC Media Player.



Stop video here and ask why do we use 'Scenario' option?

Just listen to the answers and play the video again for the correct answer.

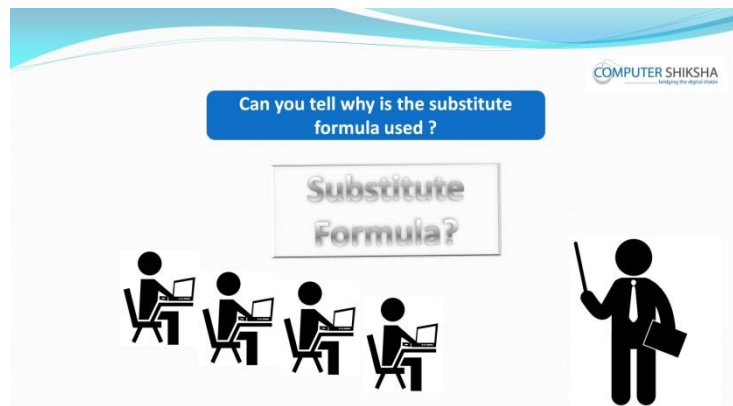
393. To stop video time at 1 minute 27 seconds in VLC Media Player.



Stop video here and ask what is the difference between 'Find' and 'Search' formula?

Just listen to the answers and play the video again for the correct answer.

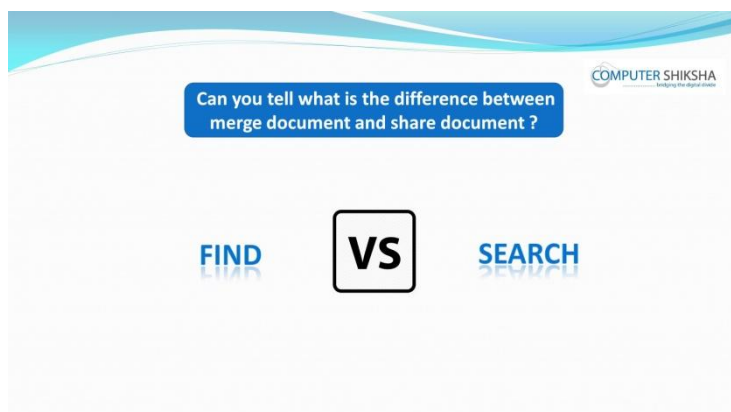
394. To stop video time at 2 minute 14 seconds in VLC Media Player.



Stop video here and ask why we use 'Substitute' formula

Just listen to the answers and play the video again for the correct answer.

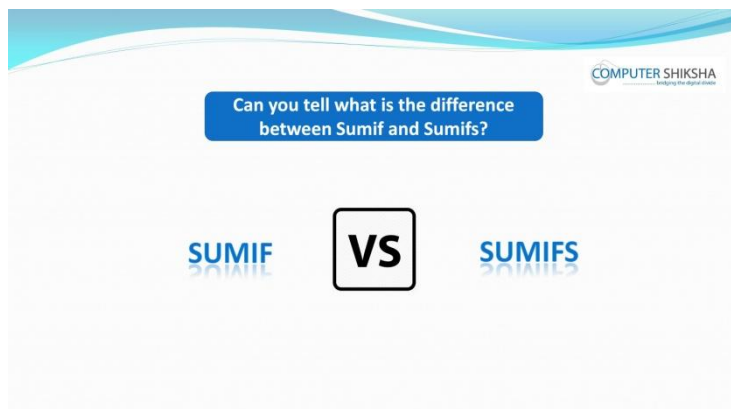
395. To stop video time at 2 minute 30 seconds in VLC Media Player.



Stop video here and ask what is the difference between ‘Share’ and ‘Merge’ Document?

Just listen to the answers and play the video again for the correct answer.

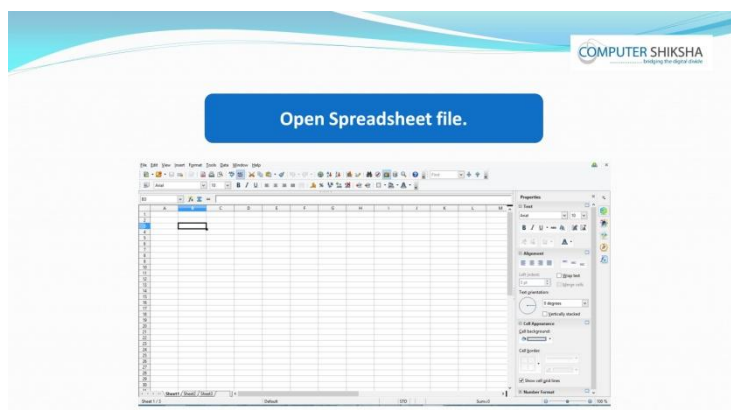
396. To stop video time at 3 minute 03 seconds in VLC Media Player.



Stop video here and ask what is the difference between ‘Sum if’ and ‘Sum ifs’ formula?

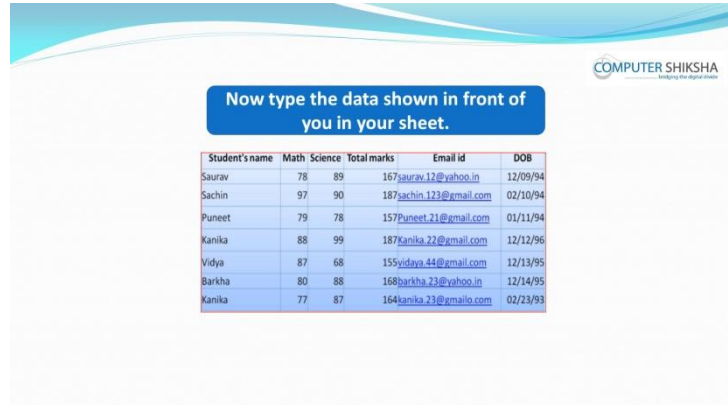
Just listen to the answers and play the video again for the correct answer.

397. To stop video time at 3 minute 32 seconds in VLC Media Player.



Stop video here and ask students to turn on the computer and open the 'Spreadsheet file' and then play the video again.

398. To stop video time at 3 minute 45 seconds in VLC Media Player.




Now type the data shown in front of you in your sheet.

Student's name	Math	Science	Total marks	Email id	DOB
Saurav	78	89	167	saurav.12@yahoo.in	12/09/94
Sachin	97	90	187	sachin.123@gmail.com	02/10/94
Puneet	79	78	157	Puneet.21@gmail.com	01/11/94
Kanika	88	99	187	kanika.22@gmail.com	12/12/96
Vidya	87	68	155	vidya.44@gmail.com	12/13/95
Barkha	80	88	168	barkha.23@yahoo.in	12/14/95
Kanika	77	87	164	kanika.23@gmail.com	02/23/93

Stop video here and ask them to type the given data as shown in video.
Now just check and play the video again.

399. To stop video time at 3 minute 53 seconds in VLC Media Player.



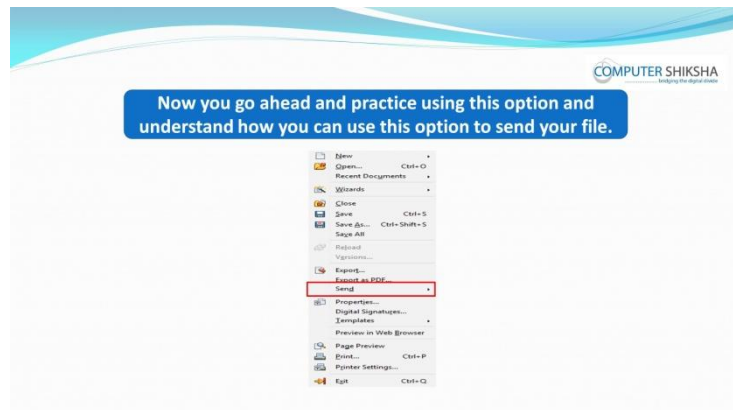
Can you tell if you need to send your spreadsheet document to someone else then how will you do so ?

HOW TO SENT FILE

Stop video here and ask how will they send Spreadsheet document to other people?

Just listen to the answers and play the video again for the correct answer.

400. To stop video time at 4 minute 25 seconds in VLC Media Player.



Stop video here and ask students to do practice of ‘Send’ option and then play the video again.

401. To stop video time at 5 minute 43 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used ‘Send’ option and play the video again.

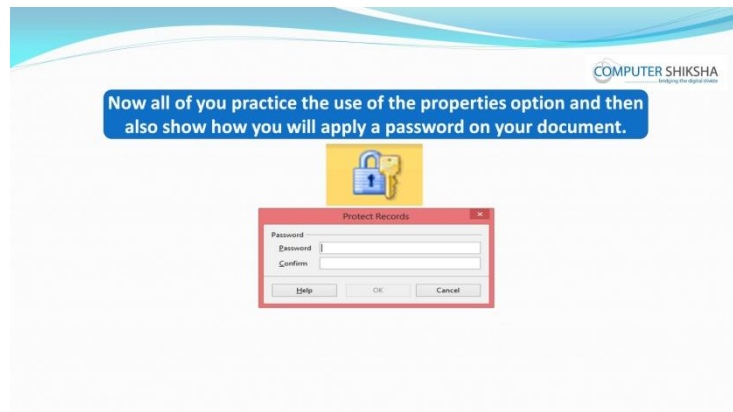
402. To stop video time at 5 minute 48 seconds in VLC Media Player.



Stop video here and ask students: what all work can be done by the ‘Properties’ option?

Just listen to the answers and play the video again for the correct answer.

403. To stop video time at 6 minute 22 seconds in VLC Media Player.



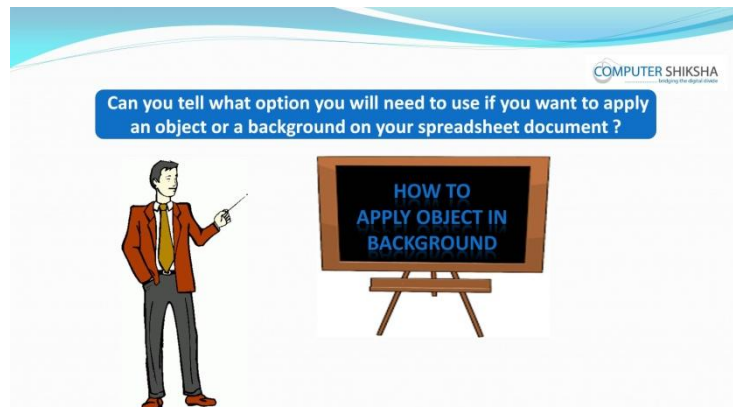
Stop video here and ask students to do practice of 'Properties' option and also to set password on the file and then play the video again.

404. To stop video time at 9 minute 13 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Property' option or not and then play the video again.

405. To stop video time at 9 minute 22 seconds in VLC Media Player.



Stop video here and ask which option will be used to set a picture/object on sheet background?

Just listen to the answers and play the video again for the correct answer.

406. To stop video time at 9 minute 51 seconds in VLC Media Player.

Stop video here and ask students to insert any object/clip art with help of ‘Gallery’ option and then play the video again.

407. To stop video time at 10 minute 58 seconds in VLC Media Player.

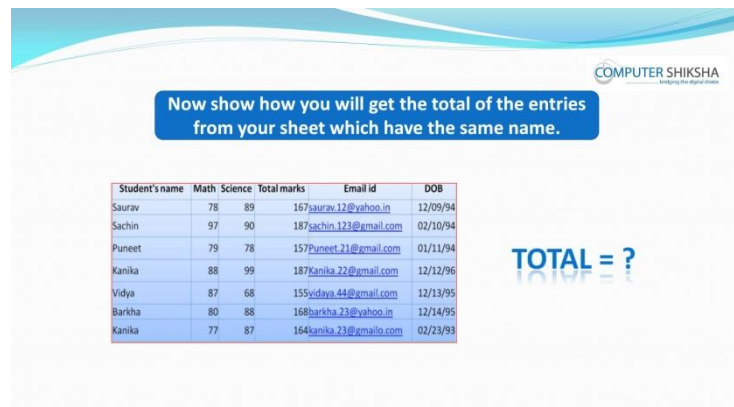
Stop video here and ask students to insert an object as shown in video and then play the video again.

408. To stop video time at 11minute 40 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the ‘Gallery’ option or not and then play the video again.

409. To stop video time at 11 minute 50 seconds in VLC Media Player.



Student's name	Math	Science	Total marks	Email id	DOB
Saurav	78	89	167	saurav.12@yahoo.in	12/09/94
Sachin	97	90	187	sachin.123@gmail.com	02/10/94
Puneet	79	78	157	Puneet.21@gmail.com	01/11/94
Kanika	88	99	187	Kanika.22@gmail.com	12/12/96
Vidya	87	68	155	vidya.44@gmail.com	12/13/95
Barsha	80	88	168	barsha.23@yahoo.in	12/14/95
Kanika	77	87	164	kanika.23@gmail.com	02/23/93

TOTAL = ?

Stop video here and ask students to do total of that name which is same in the data and then play the video again.

410. To stop video time at 13 minute 06 seconds in VLC Media Player.

Stop video here and ask students to type one more detail in the data as shown in the video and then play the video again.

411. To stop video time at 14 minute 46 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check and play the video again.

412. To stop video time at 14 minute 57 seconds in VLC Media Player.

Now all of you show how you will get the month of birth of a person from the DOB column entry in your data.

Student's name	Math	Science	Total marks	Email id	DOB
Saurav	78	89	167	saurav.12@yahoo.in	12/09/94
Sachin	97	90	187	sachin.123@gmail.com	02/10/94
Puneet	79	78	157	Puneet.21@gmail.com	01/11/94
Kanika	88	99	187	Kanika.22@gmail.com	12/12/96
Vidya	87	68	155	vidya.44@gmail.com	12/13/95
Barkha	80	88	168	barkha.23@yahoo.in	12/14/95
Kanika	77	87	164	kanika.23@gmail.com	02/23/93

MONTH = ?

Stop video here and ask students to find out the month name from the DOB column and then play the video again.

413. To stop video time at 16 minute 36 seconds in VLC Media Player.

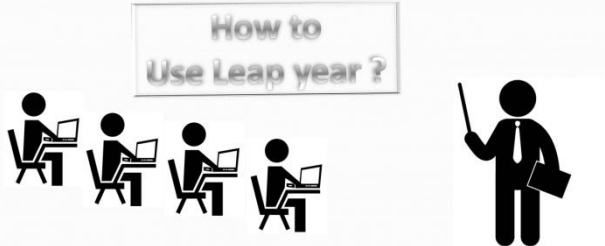
Stop video here and ask students to do as shown in the video.

Now just check whether they have found the month name or not and then play the video again.

414. To stop video time at 16 minute 42 seconds in VLC Media Player.

You will use the leap year formula to know which year from a list of years is a leap year and which is not a leap year.

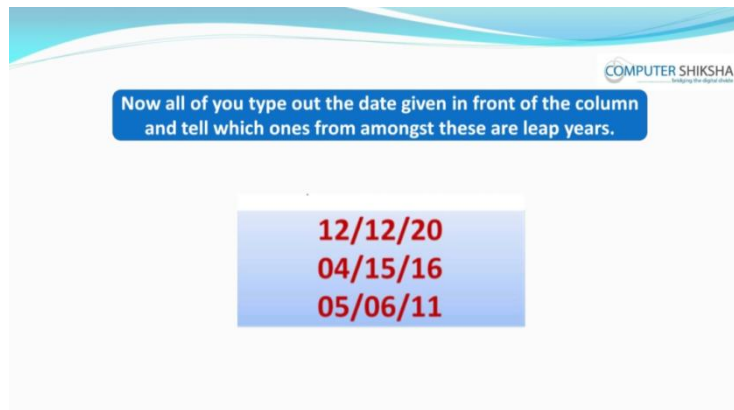
How to Use Leap year ?



Stop video here and ask why we use 'Leap year' formula

Just listen to the answers and play the video again for the correct answer.

415. To stop video time at 17 minute 03 seconds in VLC Media Player.



Stop video here and ask students to type years as shown in the video and then play the video again.

416. To stop video time at 18 minute 13 seconds in VLC Media Player.

Stop video here and ask students to find out the leap year as shown in the video. Now just check and play the video again.

417. To stop video time at 18 minute 22 seconds in VLC Media Player.



Stop video here and ask what is the difference between 'Days in month' and 'Days in year' formula?

Just listen to the answers and play the video again for the correct answer.

418. To stop video time at 18 minute 44 seconds in VLC Media Player.

Stop video here and ask students to do practice of 'Days in month' and 'Days in year' and then play the video again.

419. To stop video time at 20 minute 32 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

420. To stop video time at 20 minute 57 seconds in VLC Media Player.

Stop video here and ask students to count the days in year by using formula as shown in the video and then play the video again.

421. To stop video time at 21 minute 21 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have found out the days in year or not and then play the video again.

422. To stop video time at 21 minute 29 seconds in VLC Media Player.



Stop video here and ask what is the difference between 'Find' and 'Search' formula?

Just listen to the answers and play the video again for the correct answer.

423. To stop video time at 23 minute 22 seconds in VLC Media Player.

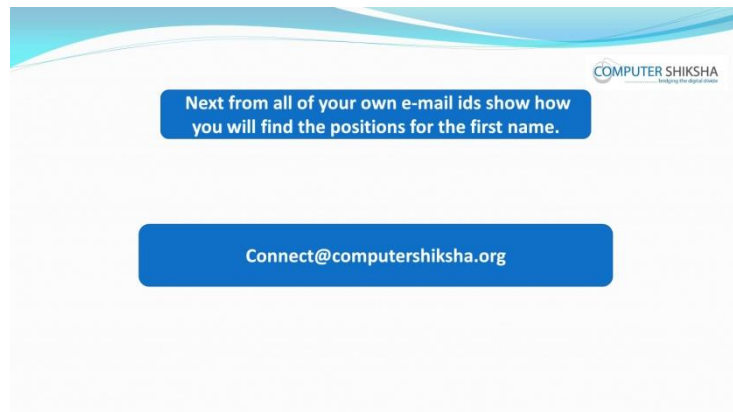
Stop video here and ask students to use the 'Find' formula as shown in the video and then play the video again and then play the video again.

424. To stop video time at 25 minute 19 seconds in VLC Media Player.

Stop video here and ask students to use the 'Search' formula as shown in the video.

Stop video here and check whether they've found out the first name or not and then play the video again.

425. To stop video time at 25 minute 18 seconds in VLC Media Player.



Stop video here and ask students to find out the first name from the given email id and then play the video again.

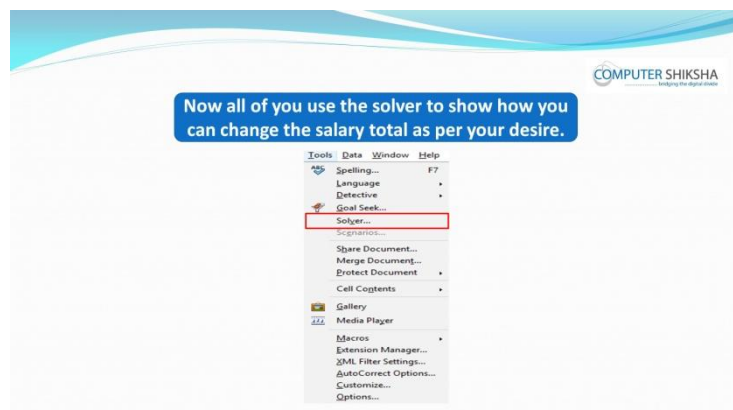
426. To stop video time at 27 minute 15 seconds in VLC Media Player.

Stop video here and ask students to find out the first name as shown in the video and then play the video again

427. To stop video time at 27 minute 34 seconds in VLC Media Player.

Stop video here and check whether they have found out the first name or not and then play the video again.

428. To stop video time at 27 minute 43 seconds in VLC Media Player.



Stop video here and students to do practice of 'Solver' option and then play the video again.

429. To stop video time at 27 minute 56 seconds in VLC Media Player.

Stop video here and ask students to type given data as shown in the video and then play the video again.

430. To stop video time at 30 minute 00 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Solver' option or not and then play the video again.

431. To stop video time at 30 minute 13 seconds in VLC Media Player.

Now from the name column in your data show how you can get a count for how many times a particular name appears.

Student's name	Math	Science	Total marks	Email id	DOB
Saurav	78	89	167	saurav.12@yahoo.in	12/09/94
Sachin	97	90	187	sachin.123@gmail.com	02/10/94
Puneet	79	78	157	puneet.21@gmail.com	01/11/94
Kanika	88	99	187	kanika.22@gmail.com	12/12/96
Vidya	87	68	155	vidya.44@gmail.com	12/13/95
Barkha	80	88	168	barkha.23@yahoo.in	12/14/95
Kanika	77	87	164	kanika.23@gmail.com	02/23/93

COUNT = ?

Stop video here and ask students to find out the numbers of times a name comes in data with help of formula and then play the video again.

432. To stop video time at 31 minute 37 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have used the 'Countif' formula or not and then play the video again.

433. To stop video time at 31 minute 48 seconds in VLC Media Player.

Now show how you can get the salary amount for the 1st, 2nd and 3rd rank from the salary totals.

C	D	E	F	G
Course	Marks	Grade	Status	Rankings
Software Engineering	60	C	Pass	7
Requirement Engineering	90	A	Pass	
Multivariate Calculus	34	D	Fail	
Software Architecture	56	D	Fail	
Relational DBMS	70	B+	Pass	
PHP development	34	D	Fail	
Microsoft Dot Net Platform	78	B	Pass	
HTML & Scripting	87	A	Pass	
Data communication	78	B	Pass	
Computer Networks	89	A	Pass	

Stop video here and ask students to find out salary rank wise using formula and then play the video again.

434. To stop video time at 33 minute 00 seconds in VLC Media Player.

Stop video here and ask students to type data as shown in the video and then play the video again.

435. To stop video time at 33 minute 52 seconds in VLC Media Player.

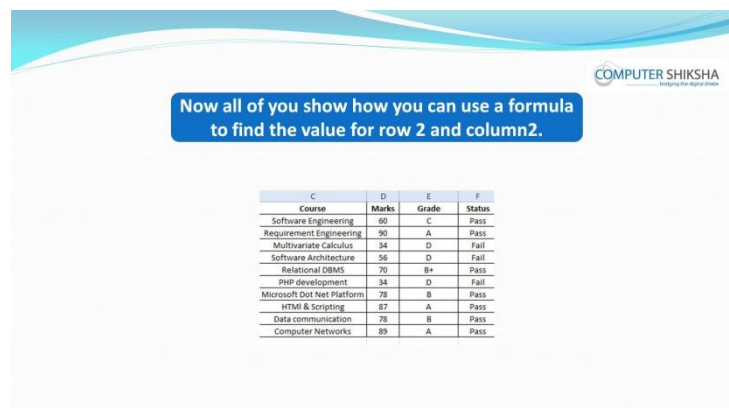
Stop video here and ask students to find out the highest salary as shown in the video and then play the video again.

436. To stop video time at 34 minute 17 seconds in VLC Media Player.

Stop video here and ask students to find out the value of second & third largest salary as shown in the video.

Now just check whether they have used large formula or not and then play the video again.

437. To stop video time at 33 minute 35 seconds in VLC Media Player.



The screenshot shows a video player interface with a blue header and a white body. A blue box with white text says: "Now all of you show how you can use a formula to find the value for row 2 and column2." Below this is a table with 4 columns: C, D, E, and F. The table contains 10 rows of data.

C	D	E	F
Course	Marks	Grade	Status
Software Engineering	60	C	Pass
Requirement Engineering	90	A	Pass
Multivariate Calculus	34	D	Fail
Software Architecture	56	D	Fail
Relational DBMS	70	B+	Pass
PHP development	34	D	Fail
Microsoft Dot Net Platform	75	B	Pass
HTML & Scripting	87	A	Pass
Data communication	78	B	Pass
Computer Networks	89	A	Pass

Stop video here and ask students to find out value of the row 2 and column 2 and then play the video again.

438. To stop video time at 36 minute 16 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they have found out the value or not and then play then video again.

439. To stop video time at 36 minute 28 seconds in VLC Media Player.

Next all of you show how you will use the HLOOKUP formula to get the data from your 5th column onto another sheet.

Student's name	Math	Science	Total marks	Email id	DOB
Saurav	78	89	167	saurav.12@yahoo.in	12/09/94
Sachin	97	90	187	sachin.123@gmail.com	02/10/94
Puneet	79	78	157	Puneet.21@gmail.com	01/11/94
Kanika	88	99	187	Kanika.22@gmail.com	12/12/96
Vidya	87	68	155	vidya.44@gmail.com	12/13/95
Barsha	80	88	168	barsha.23@yahoo.in	12/14/95
Kanika	77	87	164	kanika.23@gmail.com	02/23/93

HLOOKUP = ?

Stop video here and ask students to use the 'Hlookup' formula and then play the video again.

440. To stop video time at 37 minute 01 seconds in VLC Media Player.

Stop video here and ask students to do copy and paste of the first row as shown in the video and then play the video again.

441. To stop video time at 38 minute 49 seconds in VLC Media Player.


Stop video here and ask students to apply the 'Hlookup' formula as shown in the video and then play the video again.

442. To stop video time at 39 minute 42 seconds in VLC Media Player.

Stop video here and check whether they've applied 'Hlookup' formula or not and then play the video again.

443. To stop video time at 39 minute 52 seconds in VLC Media Player.

Properly shut down your system.



Stop video here and ask students to close their file and shutdown the computer.

