

# Help Manual for Facilitators (Calc 1)

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## Complete teacher's manual for Open office Calc/spreadsheet 1 Class 1 Summaries

- ✓ What is Calc/ spreadsheet?
- ✓ Why we use calc/ spreadsheet?
- ✓ How to open calc file?
- ✓ What is formatting toolbar?
- ✓ Why we use formatting bar?
- ✓ How to take a new file?
- ✓ How to open any document?
- ✓ How to save any document?
- ✓ How many sheets exist in a spreadsheet/calc?
- ✓ Why do we use side bar?
- ✓ What is a cell?
- ✓ What is a row & column?
- ✓ How to close your calc/spreadsheet file?
- ✓ How to shut down computer?

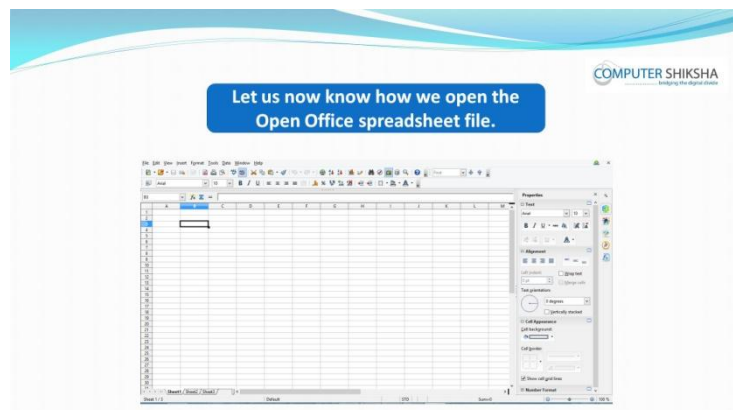
Now let's start video.

### 1. To stop video time at 1 minute 21 seconds in VLC Media Player.



Stop video here and ask them what 'open office spreadsheet/calc' is used for?  
Just listen to the answers and play the video again for the correct answer.

**2. To stop video time at 2 minute 14 seconds in VLC Media Player.**



Stop video here and ask students, if they can open Open Office spreadsheet file? Just listen to the answers and play the video again for the correct answer.

**3. To stop video time at 3 minute 41 seconds in VLC Media Player.**

Stop video here and ask them to click on 'Start button' as shown in video and then play the video again.

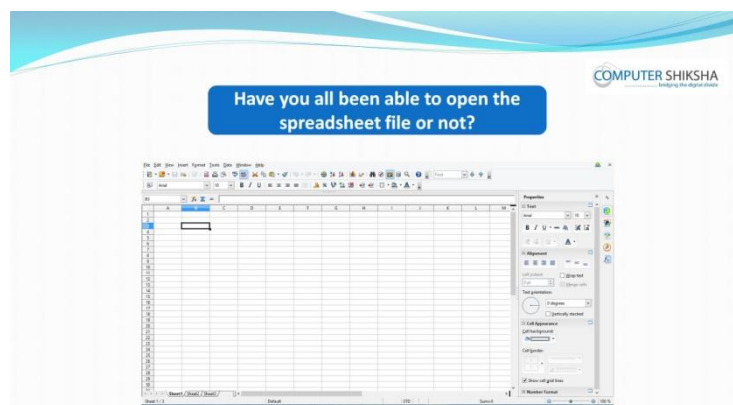
**4. To stop video time at 3 minute 50 seconds in VLC Media Player.**

Stop video here and ask them to click on 'All Program' option as shown in video.

**5. To stop video time at 4 minute 37 seconds in VLC Media Player.**

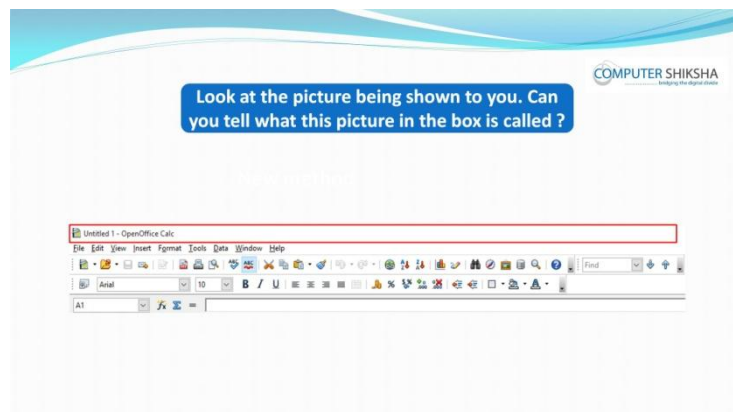
Stop video here and ask them to search 'open office 4.1.1' as shown in video. After that ask to click on 'calc' option as shown in video.

**6. To stop video time at 4 minute 59 seconds in VLC Media Player.**



Stop video here and ask them if they have opened 'spreadsheet/calc' file or not? Just check and play the video again.

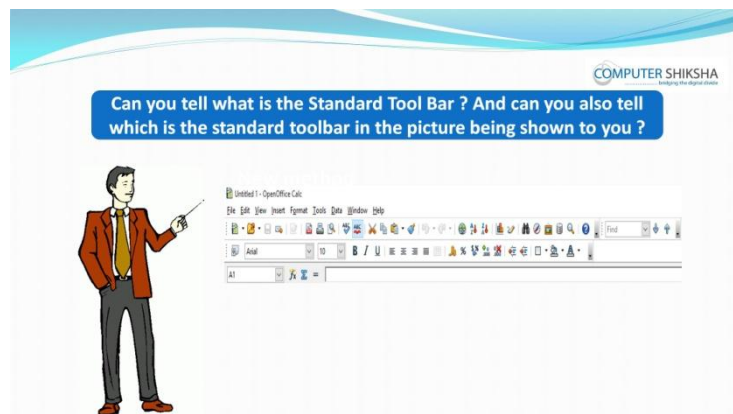
**7. To stop video time at 05 minute 20 seconds in VLC Media Player.**



Stop video here and ask students to look in front of the screen and tell what the given picture is called?

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

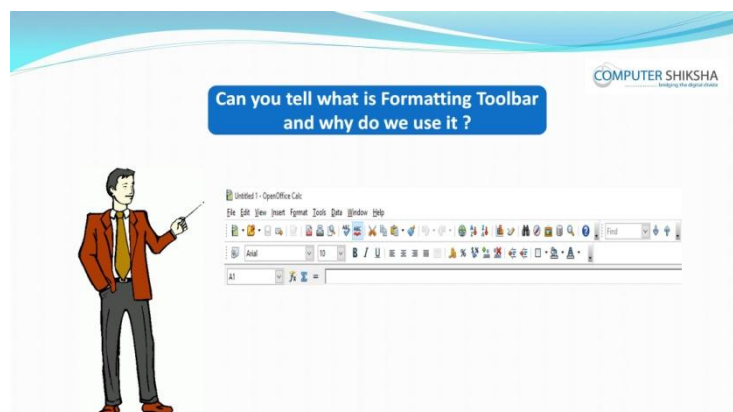
**8. To stop video time at 05 minute 46 seconds in VLC Media Player.**



Stop video here and ask what is a 'standard toolbar' and which one is it in the picture?

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

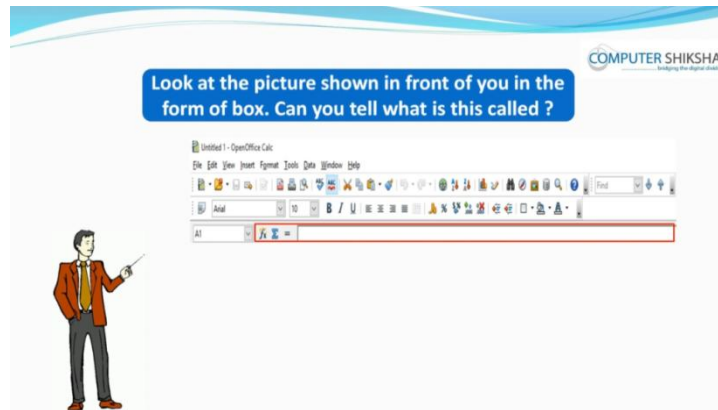
**9. To stop video time at 06 minute 07 seconds in VLC Media Player.**



Stop video here and ask if they can tell what is ‘formatting toolbar’ and why do we use it?

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

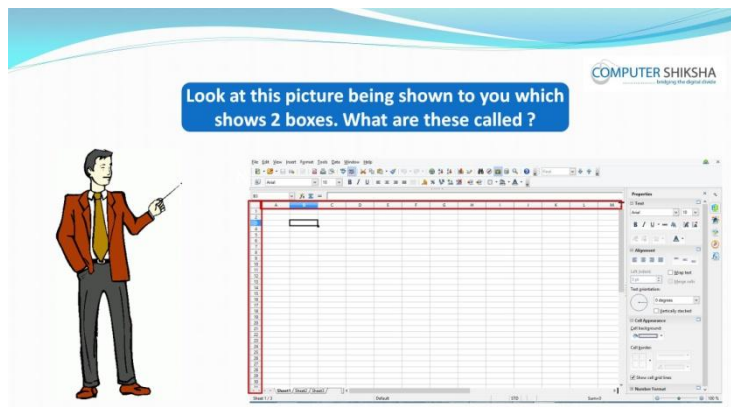
### 10.To stop video time at 6 minute 40 seconds in VLC Media Player.



Stop video here and ask if they can tell what is being shown in the picture?

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

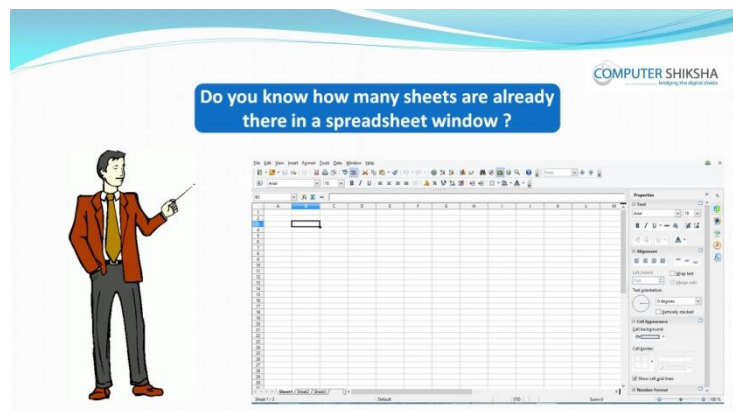
### 11.To stop video time at 5 minute 58 seconds in VLC Media Player.



Stop video here and ask students look at the picture and tell what is being shown below with the help of box?

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

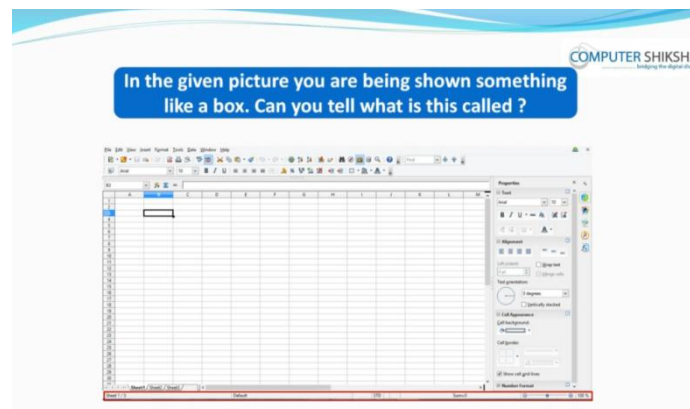
**12.To stop video time at 7 minute 42 seconds in VLC Media Player.**



Stop video here and ask if they know how many sheets exist in a 'spreadsheet/calc'?

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

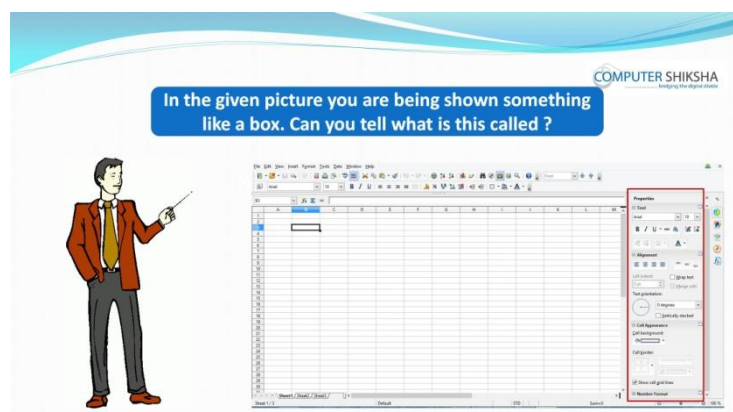
**13.To stop video time at 7 minute 58 seconds in VLC Media Player.**



Stop video here and ask if they know what the given picture is called which is being shown with the help of a box?

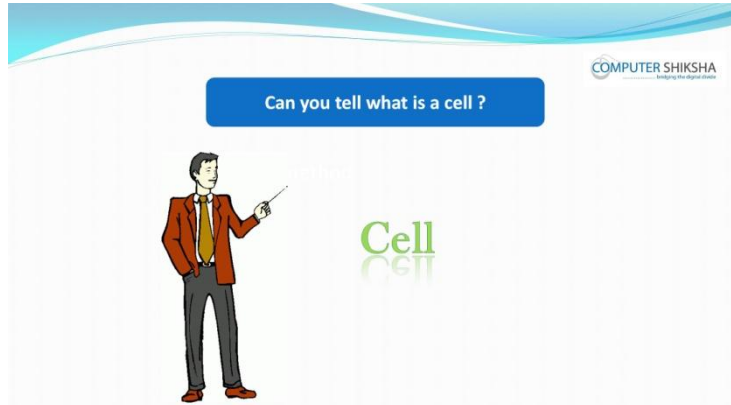
Just listen to the answers and play the video again for the correct answer.

**14.To stop video time at 8 minute 23 seconds in VLC Media Player.**



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

**15.To stop video time at 9 minute 05 seconds in VLC Media Player.**



Stop video here and ask if they can tell what is 'cell'?  
Just listen to the answers and play the video again for the correct answer.

**16.To stop video time at 10 minute 27 seconds in VLC Media Player.**

Stop video here and ask them to type in the 'cell' as shown in video.  
Just check whether the students have typed or not and then play the video again.

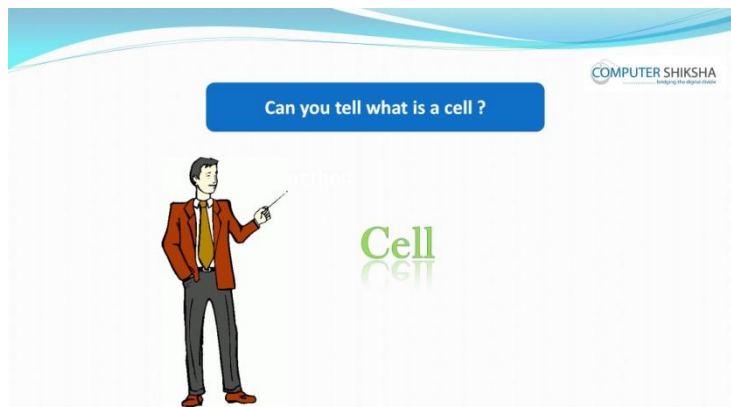
**17.To stop video time at 11 minute 21 seconds in VLC Media Player.**

Stop video here and ask them to type again in the 'cell' as shown in video.  
Just check whether the students have typed or not and then play the video again

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

Stop video here and ask them to do as shown in video.  
Just check whether the students have done or not and then play the video again

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



Stop video here and ask if they can tell what are 'Rows'?

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

**20.To stop video time at 14 minute 15 seconds in VLC Media Player.**

Stop video here and ask them to type as shown in video.

Just check whether the students have typed or not and then play the video again.

**21.To stop video time at 15 minute 13 seconds in VLC Media Player.**

Stop video here and ask them to use 'arrow keys' as shown in video.

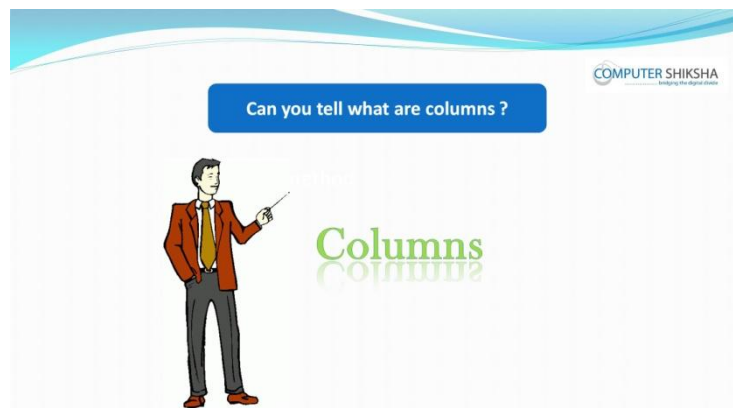
Just check whether the students have used 'arrow keys' or not and then play the video again.

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

Stop video here and ask them to select 'cell or rows' as shown in video.

Just check whether the students have 'selected' or not and then play the video again.

**23.To stop video time at 16 minute 18 seconds in VLC Media Player.**



Stop video here and ask if they can tell what are 'Columns'?

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

**24.To stop video time at 18 minute 41 seconds in VLC Media Player.**

Stop video here and ask them to select 'cell or column' as shown in video.

Just check whether the students have selected or not and then play the video again.

**25.To stop video time at 19 minute 50 seconds in VLC Media Player.**

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

Just check whether the students have done or not and then play the video again.

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

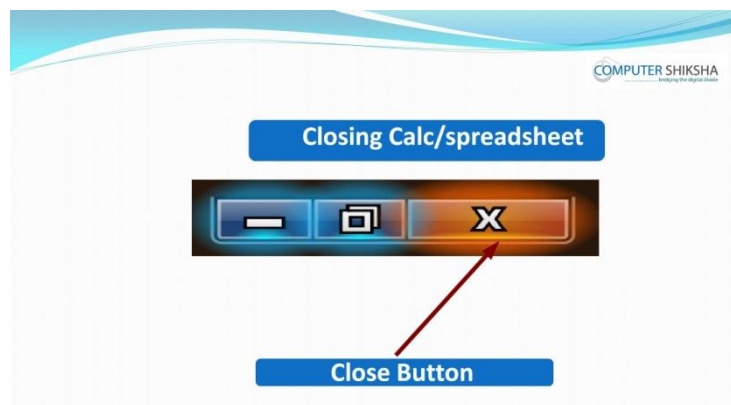
Now all of you make a table in your spreadsheet like the one shown in the picture.

	A	B	C	D	E	F	G
	Name	Roll No.	Math	English	Hindi	Commerce	
2	Anil	1	67	56	56	56	
3	Dinesh	2	76	67	67	67	
4	Charu	3	77	64	56	76	
5	Pranav	4	67	56	55	64	
6	Bharat	5	65	67	67	64	
7	Anjana	6	67	65	67	56	
8	Noor	7	64	67	50	46	
9							

Stop video here and ask them to create a table as shown in video.

Just check whether the students have made a table or not and then play the video again.

**27.To stop video time at 20 minute 27 seconds in VLC Media Player.**



Stop video here and ask them to close their calc file and shutdown their computer.

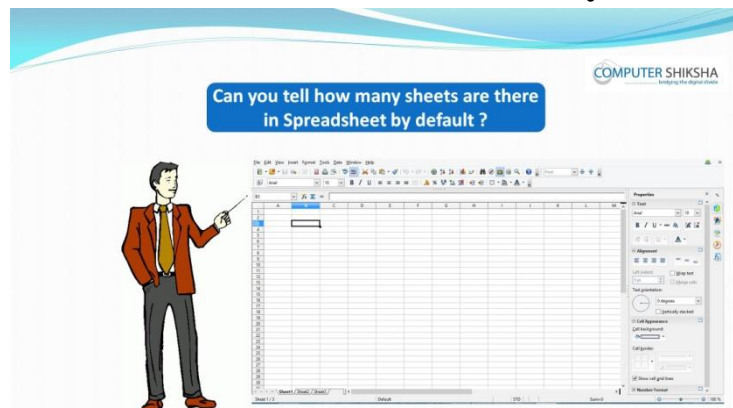
Just check whether the students have closed file and shutdown their computer or not and then play the video again.

## Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 2 Summaries

- ✓ What is Calc/ spreadsheet?
- ✓ Why we use calc/ spreadsheet?
- ✓ How to open calc file?
- ✓ How to use undo & redo?
- ✓ How to use copy & Paste?
- ✓ What is find & replace?
- ✓ How to delete cell, row and column?
- ✓ How to save any document?
- ✓ How many sheets exist in a spreadsheet/calc.
- ✓ What is a formula?
- ✓ How to get total of numbers and more arithmetic operations in calc?
- ✓ How to convert PDF file?
- ✓ How to close calc/spreadsheet file?
- ✓ How to shut down computer.

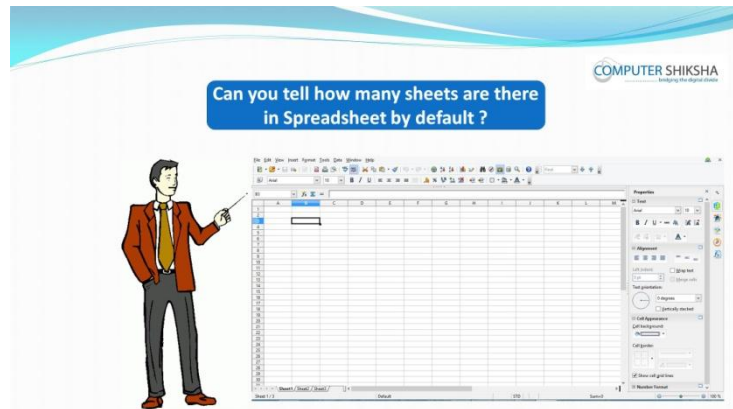
Now let's start video.

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



Stop video here and ask them what is 'spreadsheet' and why we use it?  
Just listen to the answers and play the video again for the correct answer.

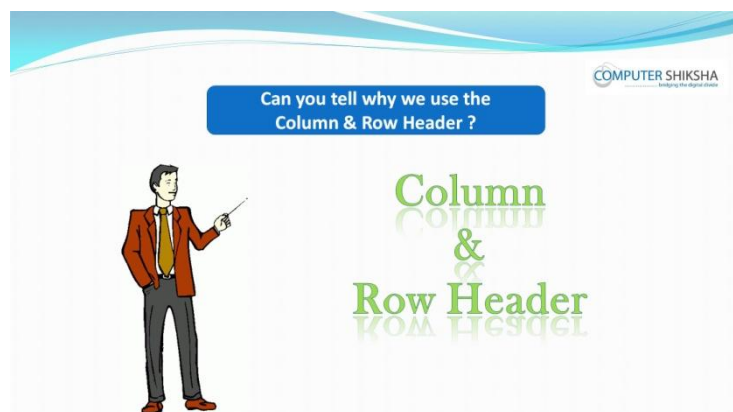
**29.To stop video time at 50 seconds in VLC Media Player.**



Stop video here and ask them how many sheets are seen in spreadsheet as a default?

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

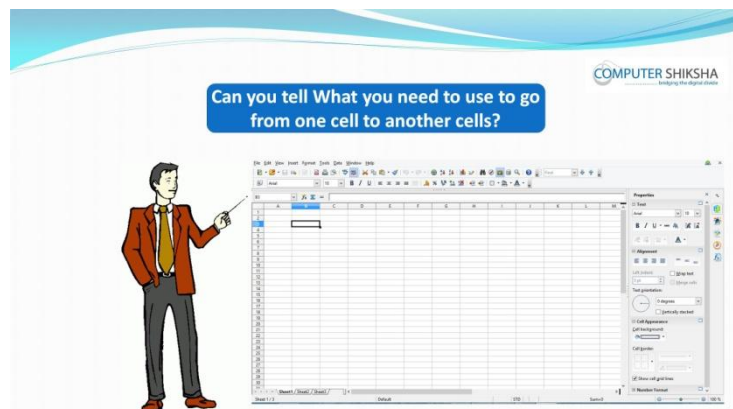
**30.To stop video time at 1 minute 01 seconds in VLC Media Player.**



Stop video here and ask if they can tell why do we use 'Column & Row header'?

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

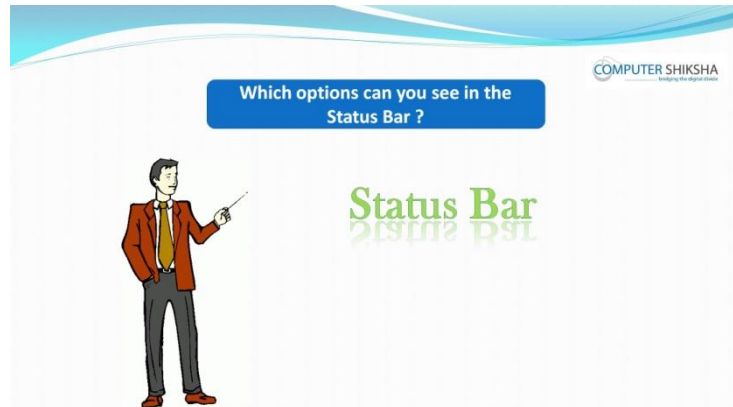
**31.To stop video time at 1 minute 24 seconds in VLC Media Player.**



Stop video here and ask if they can tell what will you do to go from one cell to another cell?

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

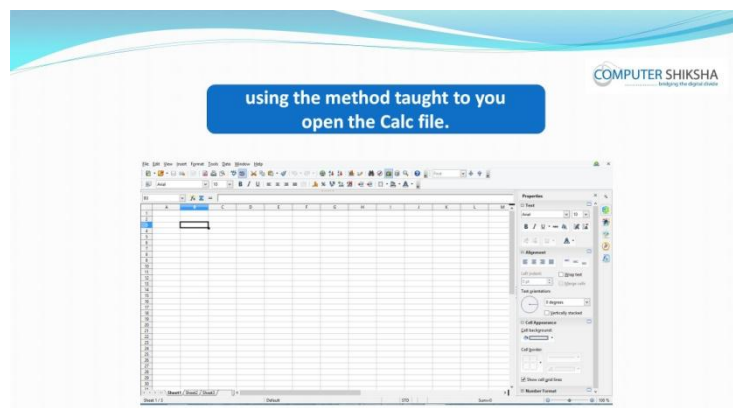
**32.To stop video time at 1 minute 39 seconds in VLC Media Player.**



Stop video here and ask if they can tell which options can be seen in status bar ?

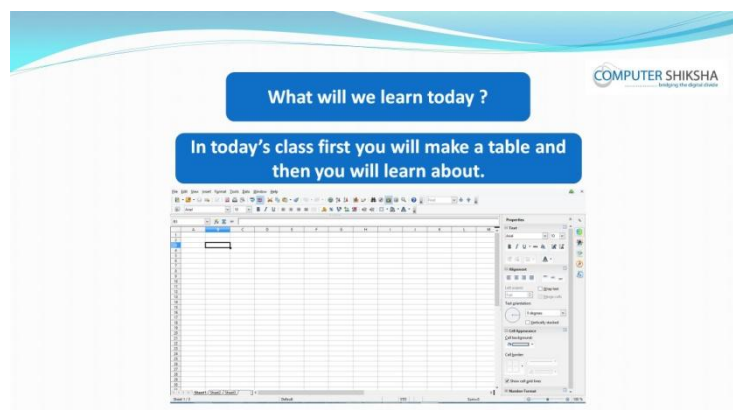
Just listen to the answers and play the video again for the correct answer.

**33.To stop video time at 1 minute 59 seconds in VLC Media Player.**



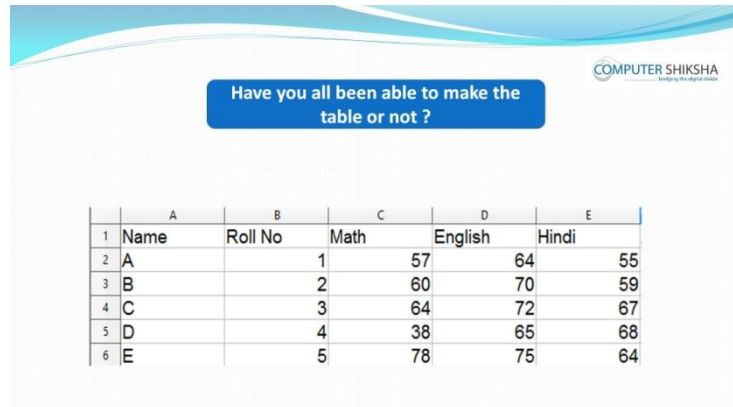
Stop video here and ask students to open 'Calc' file and then play the video again.

**34.To stop video time at 4 minute 14 seconds in VLC Media Player.**



Stop video here and ask them what will we learn today?  
Just listen to the answers and play the video again.

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



Have you all been able to make the table or not ?

	A	B	C	D	E
1	Name	Roll No	Math	English	Hindi
2	A	1	57	64	55
3	B	2	60	70	59
4	C	3	64	72	67
5	D	4	38	65	68
6	E	5	78	75	64

Stop video here and ask them if they have made this table?  
Now just check whether they have created a table or not and then play the video again.

**36.To stop video time at 4 minute 39 seconds in VLC Media Player.**



Stop video here and ask if they know why do we use undo?  
Just listen to the answers and play the video again.

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

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

**38.To stop video time at 5 minute 33 seconds in VLC Media Player.**

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

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

Stop video here and ask students to erase all the data by using 'Undo'.

Now just check whether they have erased all data or not and then play the video.

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



Stop video here and ask if they can tell why do we use 'redo'?

Just listen to the answers and play the video again.

**41.To stop video time at 6 minute 46 seconds in VLC Media Player.**

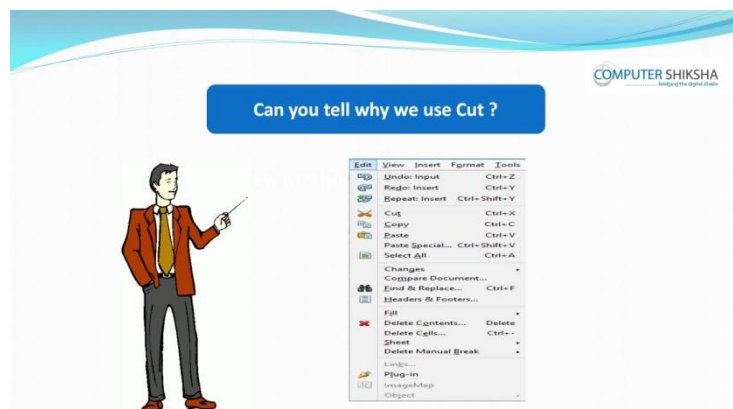
Stop video here and ask students to bring back the data which they had erased and then play the video again.

**42.To stop video time at 8 minute 03 seconds in VLC Media Player.**

Stop video here and ask them to do 'redo' as shown in video.

Just check whether the students have brought back all data or not and then play the video again.

**43.To stop video time at 8 minute 13 seconds in VLC Media Player.**



Stop video here and if they can tell why do we use 'Cut'?

Just listen to the answers and play the video again.

**44.To stop video time at 8 minute 51 seconds in VLC Media Player.**

Now show how you will paste this entire table on a different sheet.

	A	B	C	D	E
1	Name	Roll No	Math	English	Hindi
2	A	1	57	64	55
3	B	2	60	70	59
4	C	3	64	72	67
5	D	4	38	65	68
6	E	5	78	75	64

Stop video here and ask students to paste the entire data on other sheet which they had earlier typed and then play the video again.

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

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

Just check whether the students have done 'cut' or not and then play the video again.

**46.To stop video time at 10 minute 40 seconds in VLC Media Player.**

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

Just check whether the students have done 'paste' or not and then play the video again.

**47.To stop video time at 11 minute 57 seconds in VLC Media Player.**



Stop video here and ask if they know why do we use 'copy'?

Just listen to the answers and play the video again.

**48.To stop video time at 11 minute 58 seconds in VLC Media Player.**

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

**49.To stop video time at 12 minute 39 seconds in VLC Media Player.**

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

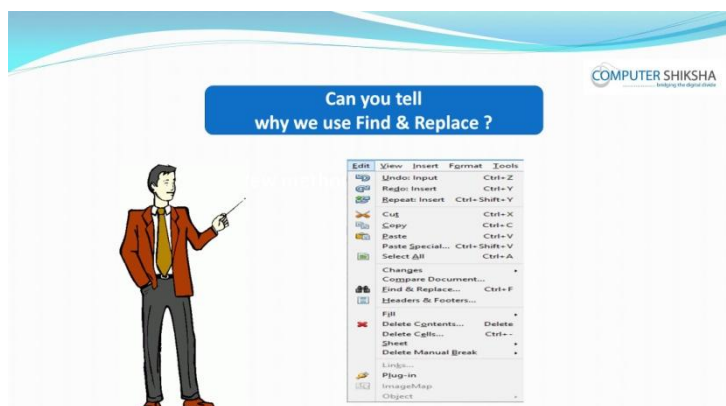
Just check whether the students have done 'copy' or not and then play the video again.

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

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

Just check whether the students have done 'paste' or not and then play the video again.

**51.To stop video time at 13 minute 39 seconds in VLC Media Player.**



Stop video here and ask them why do we use 'find & replace'?

Just listen to the answers and play the video again.

**52.To stop video time at 14 minute 35 seconds in VLC Media Player.**

Stop video here and ask students to select the sheet 2 as shown in the video and then play the video again.

**53.To stop video time at 15 minute 37 seconds in VLC Media Player.**

Stop video here and ask students to click on the 'Find and replace' option and 'find' 'a' word as shown in video.

Just check whether the students have done 'find' function or not and then play the video again.

**54.To stop video time at 17 minute 04 seconds in VLC Media Player.**

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

Just check whether the students have done 'find' or not and then play the video again.

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

Stop video here and ask them to do 'replace' as shown in video.

Just check whether the students have done 'replace' or not and then play the video again.

**56.To stop video time at 18 minute 31 seconds in VLC Media Player.**

Stop video here and ask students to replace 'B' letter with 'Bharti' as shown in the video.

Just check whether the students have replaced or not and then play the video again.

**57.To stop video time at 19 minute 01 seconds in VLC Media Player.**

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

Just check whether the students have done 'find & replace' or not and then play the video again.

**58.To stop video time at 20 minute 59 seconds in VLC Media Player.**

Stop video here and ask them to 'select first column as shown in video.

Just check whether the students have done 'select' or not and then play the video again.

**59.To stop video time at 21 minute 15 seconds in VLC Media Player.**

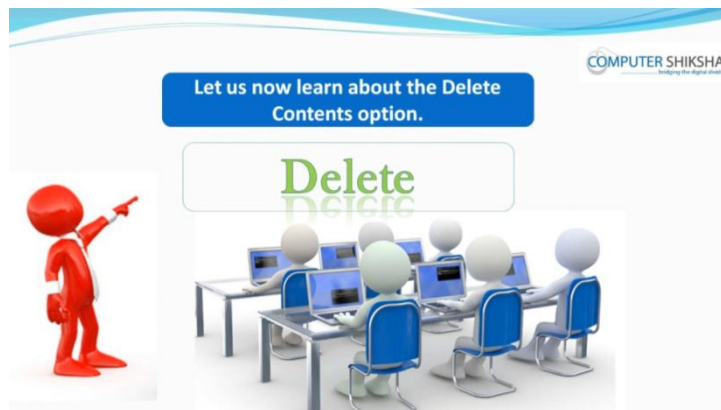
Stop video here and ask them to do as shown in video and then play the video again.

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

Stop video here and ask them to do practice of ‘left fill and right fill’ as shown in video.

Just check whether the students have done ‘left fill and right fill’ or not and then play the video again.

**61.To stop video time at 23 minute 50 seconds in VLC Media Player.**



Now let’s start to learn about ‘delete contents’.

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

Stop video here and ask them to ‘select ‘B’ column as shown in video and then play the video again.

**63.To stop video time at 26 minute 33 seconds in VLC Media Player.**

Stop video here and ask them to ‘delete the text from the ‘C’ column as shown in video.

Just check whether the students have done ‘delete text’ or not and then play the video again.

**64.To stop video time at 28 minute 41 seconds in VLC Media Player.**

Stop video here and ask students to ‘delete left cell’ as shown in video.

Just check whether the students have done ‘delete cell number’ or not and then play the video again.

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

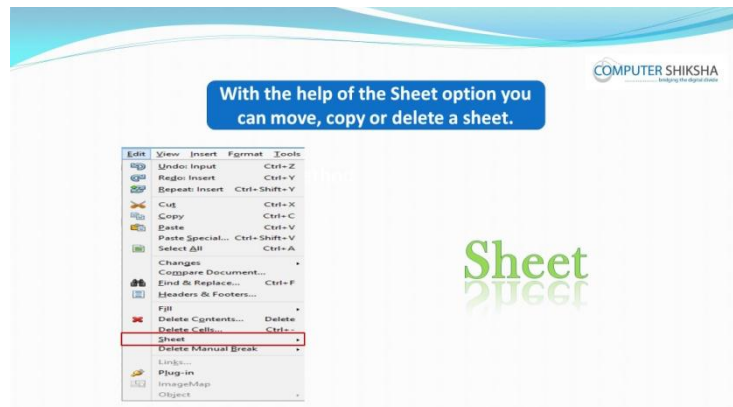
Stop video here and ask them to delete the entire row with help of ‘delete cell’ as shown in video.

Just check whether the students have deleted the entire row or not and then play the video again.

**66.To stop video time at 27 minute 56 seconds in VLC Media Player.**

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

**67.To stop video time at 30 minute 28 seconds in VLC Media Player.**



Now let's start learning about 'Sheet' option.

**68.To stop video time at 32 minute 12 seconds in VLC Media Player.**

Stop video here and ask students to make a copy of sheet number 2 as shown in the video and then play the video again.

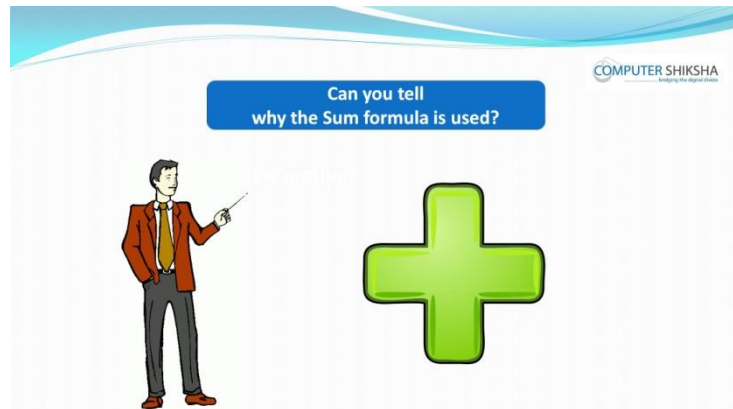
**69.To stop video time at 33 minute 04 seconds in VLC Media Player.**

Stop video here and ask them to 'delete a copy sheet 2\_2' as shown in video. Just check whether the students have done 'delete copy sheet 2\_2' or not and then play the video again.

**70.To stop video time at 33 minute 19 seconds in VLC Media Player.**

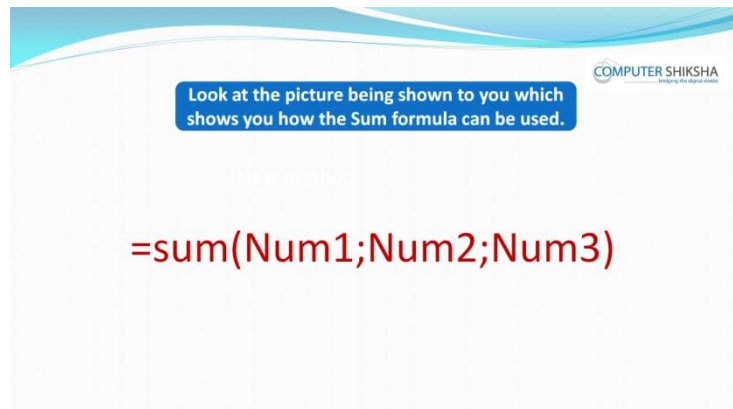
Stop video here and ask students to second sheet and then play the video again.

**71.To stop video time at 33 minute 34 seconds in VLC Media Player.**



Stop video here and ask them why do we use 'sum formula'?  
Just listen to the answers and play the video again.

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



Stop video here and ask students to write down the given formula on their notebook and then play the video again.

**73.To stop video time at 35 minute 21 seconds in VLC Media Player.**

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

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

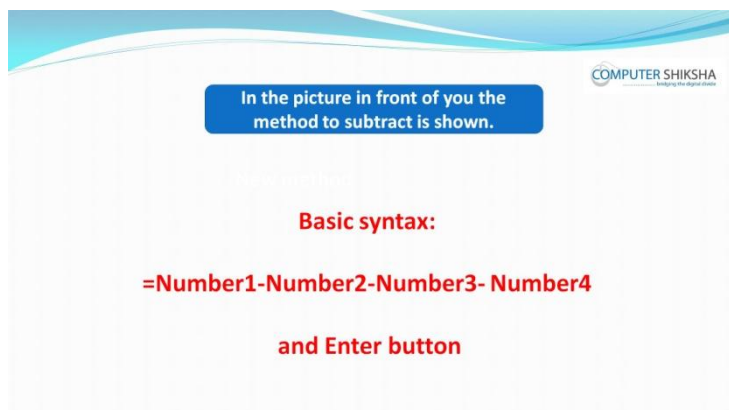
Stop video here and ask students to sum up the number as shown in the video and then play the video again.

**75.To stop video time at 36 minute 51 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in video.

Just check whether the students have done it or not and then play the video again.

**76.To stop video time at 37 minute 14 seconds in VLC Media Player.**



Stop video here and ask them to write 'subtract formula' in their notebook as shown in video.

**77.To stop video time at 38 minute 37 seconds in VLC Media Player.**

Stop video here and ask them to subtract the number as shown in video.

Just check whether the students have 'subtracted or not and then play the video again.

**78.To stop video time at 39 minute 23 seconds in VLC Media Player.**

Stop video here and ask them to use 'subtract formula' as shown in video.

Just check whether the students have done 'subtract formula' or not and then play the video again.

**79.To stop video time at 39 minute 50 seconds in VLC Media Player.**

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

Just check whether the students have done it or not and then play the video again.

**80.To stop video time at 41 minute 36 seconds in VLC Media Player.**

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

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

Stop video here and ask them to use 'multiply formula' as shown in video.

Just check whether the students have done 'multiply formula' or not and then play the video again.

**82.To stop video time at 43 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.

Just check whether the students have done it or not and then play the video again.

**83.To stop video time at 43 minute 58 seconds in VLC Media Player.**

Stop video here and ask them to divide the number as shown in the video and then play the video again.

**84.To stop video time at 45 minute 08 seconds in VLC Media Player.**

Stop video here and ask them to use 'division as shown in video.

Just check whether the students have done 'division formula' or not and then play the video again.

**85.To stop video time at 47 minute 14 seconds in VLC Media Player.**

Stop video here and ask them to type 'sum formula' in their cell as shown in video and then play the video again.

**86.To stop video time at 47 minute 30 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in video.

Just check whether the students have done or not and then play the video again.

**87.To stop video time at 49 minute 04 seconds in VLC Media Player.**

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

Just check whether the students have applied sum formula or not and then play the video again.

**88.To stop video time at 50 minute 31 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in video.

Just check whether the students have done it or not and then play the video again.

**89.To stop video time at 51 minute 46 seconds in VLC Media Player.**

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

**90.To stop video time at 52 minute 48 seconds in VLC Media Player.**

Stop video here and ask students to write the 'Product formula in notebook which shown in video.

**91.To stop video time at 53 minute 55 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in video.

Just check whether the students have done or not and then play the video again.

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

Stop video here and ask them to do as shown in video.

Just check whether the students have done or not and then play the video again.

**93.To stop video time at 56 minute 02 seconds in VLC Media Player.**

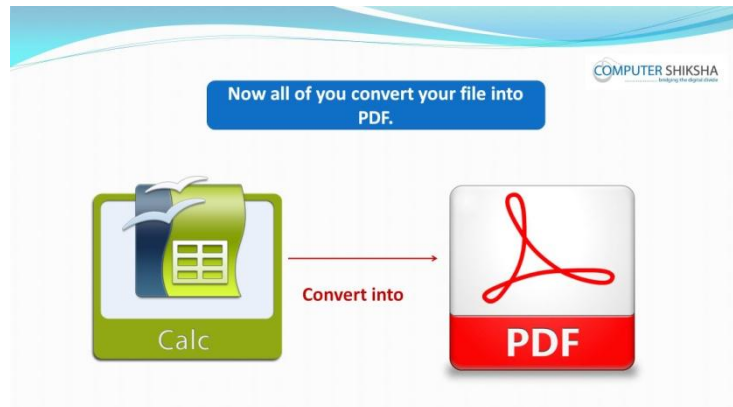
Stop video here and ask students to apply 'Quotient' formula as shown in the video and then play the video again.

**94.To stop video time at 57 minute 45 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in video.

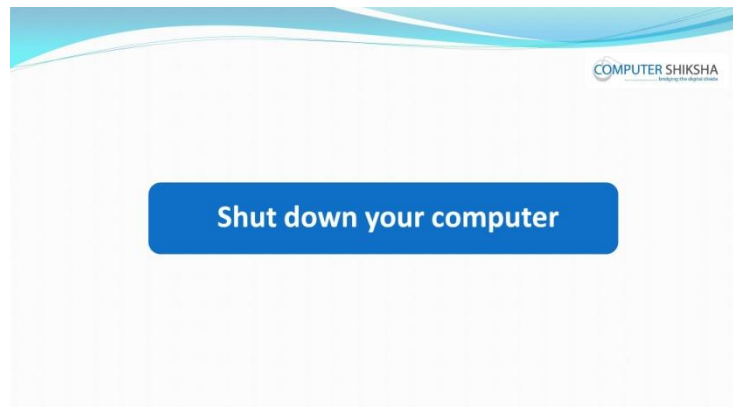
Just check whether the students have done it or not and then play the video again.

**95.To stop video time at 58 minute 05 seconds in VLC Media Player.**



Stop video here and ask students to convert their spreadsheet into PDF format.  
Just check whether the students have done or not and then play the video again.

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



Stop video here and ask them to save their spreadsheet file and shut down their computer.  
Just check whether the students have done or not and then play the video again.

## Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 3

### Summaries

- ✓ What is Calc/ spreadsheet ?
- ✓ Why we use calc/ spreadsheet ?
- ✓ How to open calc file?
- ✓ What is use of formatting toolbar ?
- ✓ How to use font name, font size, bold, italic, underline ?
- ✓ What is Alignment and how many types are there ?
- ✓ What is use of number formatting?
- ✓ What is background color and font color?
- ✓ How many sheets exist in a spreadsheet/calc.
- ✓ Revision of sum, subtract, product and division formula.
- ✓ How to close your calc/spreadsheet file ?
- ✓ How to shut down computer.

Now let's start video.

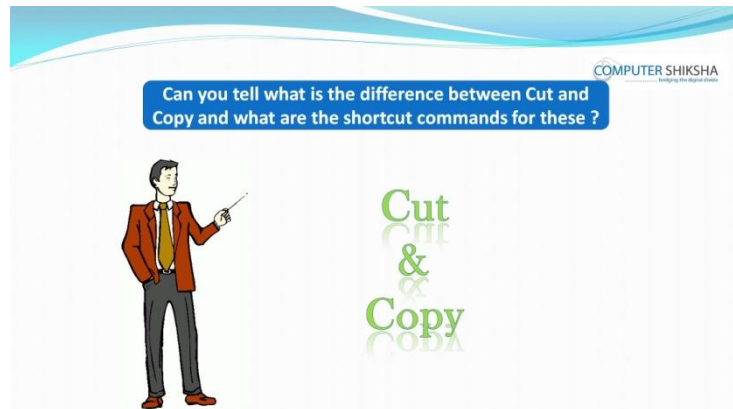
### 97.To stop video time at 19 seconds in VLC Media Player.



Stop video here and ask them if they know the use of 'Find & Replace' and which shortcut command is used for it?

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

**98.To stop video time at 47 seconds in VLC Media Player.**



Stop video here and ask if they can tell the difference between ‘Copy’ and ‘Cut’ and what are the shortcut command for these?

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

**99.To stop video time at 1 minute 34 seconds in VLC Media Player.**



Stop video here and ask them why we use ‘delete cells’ option?

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

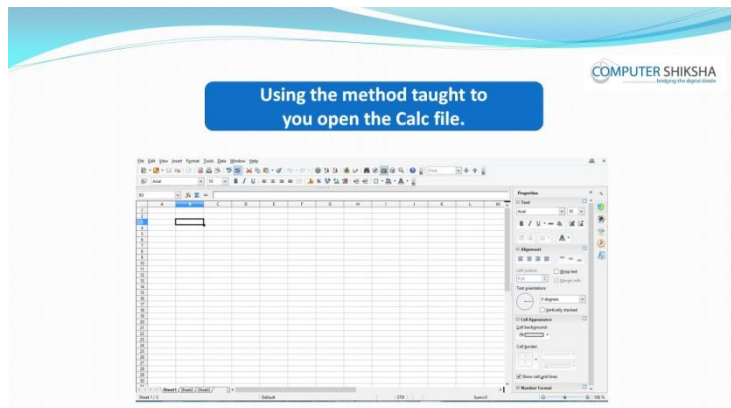
**100. To stop video time at 1 minute 45 seconds in VLC Media Player.**



Stop video here and ask if they know why we use 'sheet' option?

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

**101. To stop video time at 2 minute 02 seconds in VLC Media Player.**



Stop video here and ask them to open their spreadsheet/calc file.

Just check whether the students have opened the file or not and then play the video again.

**102. To stop video time at 2 minute 56 seconds in VLC Media Player.**



Stop video here and ask them what will we learn today?

Just listen to the answers and play the video again.

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



Stop video here and ask if they can tell why use 'Font Name'?  
Just listen to the answers and play the video again.

**104. To stop video time at 3 minute 11 seconds in VLC Media Player.**



Stop video here and ask students to apply 'Font name' and then play the video again.

**105. To stop video time at 3 minute 52 seconds in VLC Media Player.**

Stop video here and ask them to select their cell or data as shown in video and then play the video again.

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

Stop video here and ask them to change 'font name' style of the data as shown in video and then play the video again.

**107. To stop video time at 5 minute 21 seconds in VLC Media Player.**

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

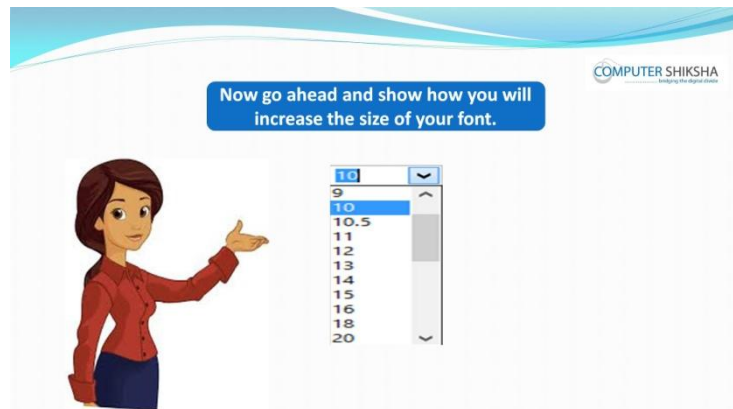
Just check whether the students have changed 'font name' style or not and then play the video again.

**108. To stop video time at 5 minute 31 seconds in VLC Media Player.**



Stop video here and ask if they can tell why we use 'font size' option?  
Just listen to the answers and play the video again.

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



Stop video here and ask students to increase the size of the font and then play the video again.

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

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

**111. To stop video time at 6 minute 42 seconds in VLC Media Player.**

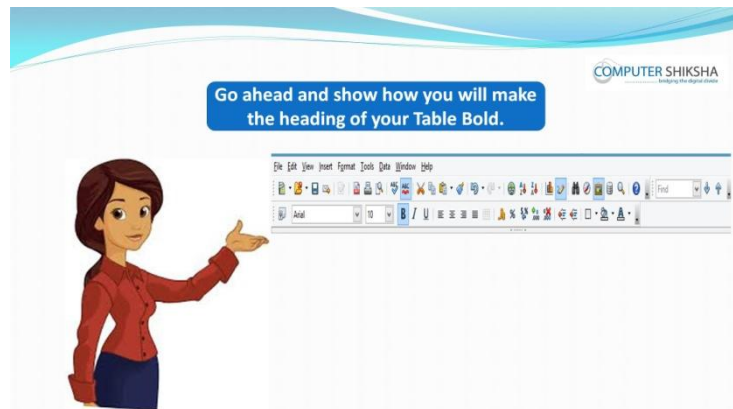
Stop video here and ask them to change 'font size' as shown in video.  
Just check whether the students have changed 'font size' or not and then play the video again.

**112. To stop video time at 7 minute 14 seconds in VLC Media Player.**



Stop video here and ask if they can tell why we use 'Bold' option?  
Just listen to the answers and play the video again.

**113. To stop video time at 7 minute 28 seconds in VLC Media Player.**



Stop video here and ask students to make the heading line 'Bold' and then play the video again.

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

Stop video here and ask them to do 'bold' as shown in video.  
Just check whether the students have changed 'bold' or not and then play the video again.

**115. To stop video time at 8 minute 55 seconds in VLC Media Player.**



Stop video here and ask if they know why we use 'italic' option?  
Just listen to the answers and play the video again.

**116. To stop video time at 10 minute 04 seconds in VLC Media Player.**

Stop video here and ask them to do 'italic' as shown in video.  
Just check whether the students have done 'italic' or not and then play the video again.

**117. To stop video time at 10 minute 09 seconds in VLC Media Player.**

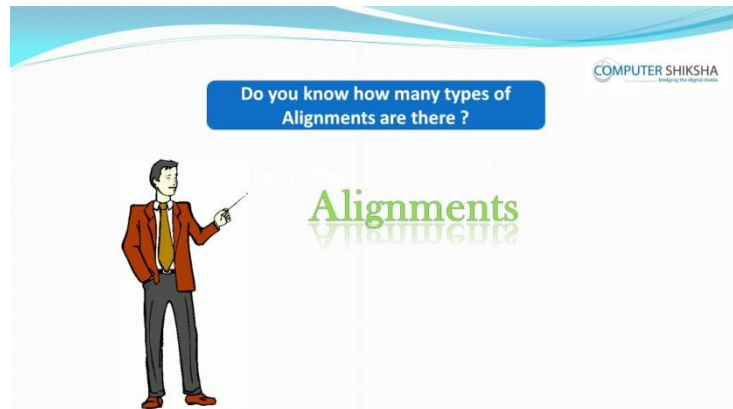


Stop video here and ask if they can tell why we use 'Underline' option?  
Just listen to the answers and play the video again.

**118. To stop video time at 11 minute 22 seconds in VLC Media Player.**

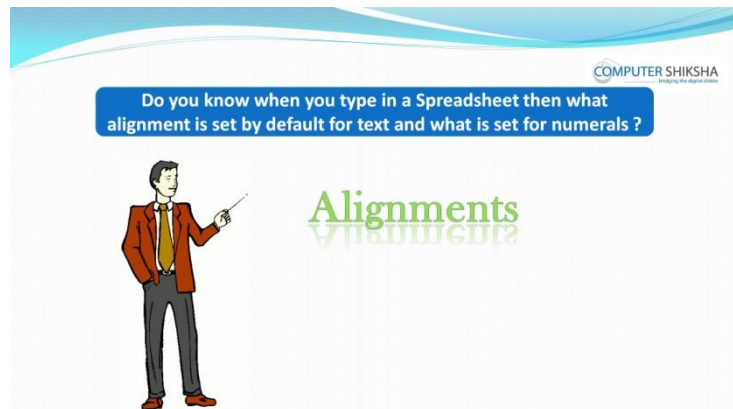
Stop video here and ask them to do 'underline' as shown in video.  
Just check whether the students have done 'underline' or not and then play the video again.

**119. To stop video time at 11 minute 32 seconds in VLC Media Player.**



Stop video here and ask if they know how many types of alignments are there?  
Just listen to the answers and play the video again.

**120. To stop video time at 12 minute 33 seconds in VLC Media Player.**



Stop video here and ask if they know which alignment is set as default on text  
and numerical in spreadsheet?  
Just listen to the answers and play the video again.

**121. To stop video time at 12 minute 56 seconds in VLC Media Player.**

Stop video here and ask students to set heading/title in the centre with help of  
'Alignment' option and then play the video again.

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

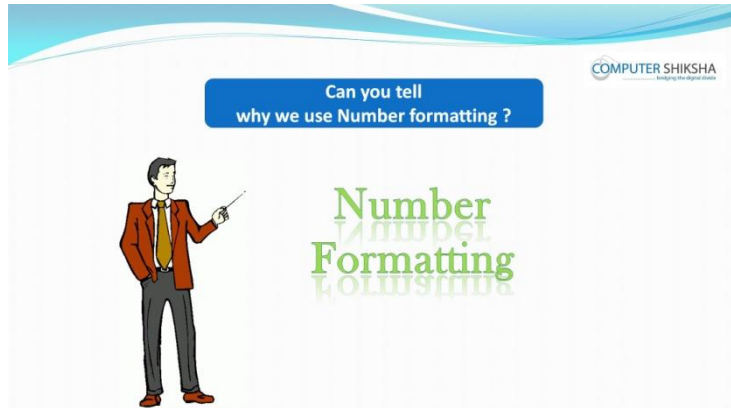
Stop video here and ask them to set the heading/title 'centre alignment' as  
shown in video.

Just check whether the students have set 'centre alignment' or not and then play  
the video again.

**123. To stop video time at 15 minute 31 seconds in VLC Media Player.**

Stop video here and ask them to set 'right and left alignment' as shown in video. Just check whether the students have set 'right and left alignment' or not and then play the video again.

**124. To stop video time at 15 minute 41 seconds in VLC Media Player.**



Stop video here and ask if they can tell why we use number formatting? Just listen to the answers and play the video again.

**125. To stop video time at 17 minute 06 seconds in VLC Media Player.**

Stop video here and ask them to change the formatting of number as shown in video.

Just check whether the students have changed the format of the number or not and then play the video again.

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

Stop video here and ask them to do 'number format' as shown in video.

Just check whether the students have done 'number format' or not and then play the video again.

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



Stop video here and ask if they know why do we use 'border' in calc?  
Just listen to the answers and play the video again.

**128. To stop video time at 21 minute 14 seconds in VLC Media Player.**

Stop video here and ask them to apply border as shown in the video and then play the video again.

Just check whether the students have applied 'border' or not and then play the video again.

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

Stop video here and ask them why do we use 'background color' in calc?  
Just listen to the answers and play the video again.

**130. To stop video time at 22 minute 34 seconds in VLC Media Player.**

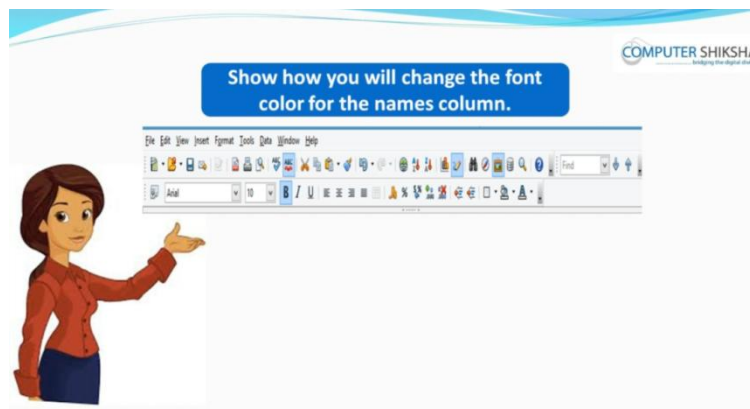
Stop video here and ask them to change 'background color' as shown in video.  
Just check whether the students have changed 'background color or not and then play the video again.

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



Stop video here and ask if they can tell why do we use 'font color' in calc?  
Just listen to the answers and play the video again.

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



Stop video here and ask students to change the font color of the name column  
and then play the video again.

**133. To stop video time at 23 minute 52 seconds in VLC Media Player.**

Stop video here and ask them to change 'font color' as shown in video.  
Just check whether the students have changed 'font color or not and then play  
the video again.

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

Stop video here and ask them to use 'multiply/product formula' as shown in  
video.  
Just check whether the students have used 'multiply/product formula' or not and  
then play the video again.

**135. To stop video time at 27 minute 30 seconds in VLC Media Player.**

Stop video here and ask them to use 'sum formula' as shown in video.

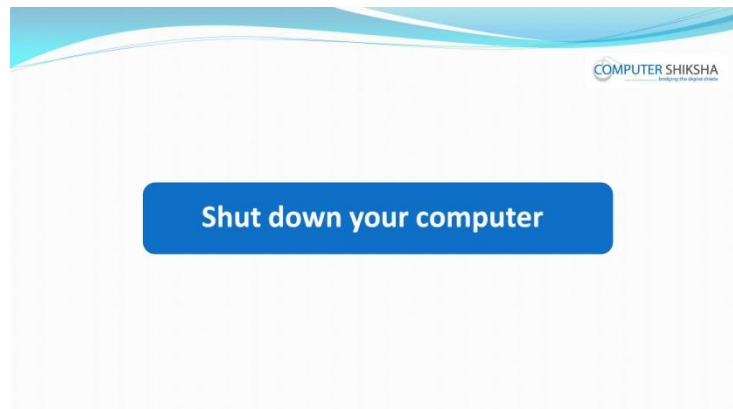
Just check whether the students have done 'sum formula' or not and then play the video again.

**136. To stop video time at 29 minute 19 seconds in VLC Media Player.**

Stop video here and ask them to use 'division/quotient formula' as shown in video.

Just check whether the students have done 'division/quotient formula' or not and then play the video again.

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



Stop video here and ask them to close their spreadsheet file and shut down their computer.

Just check whether the students have done or not and then play the video again.

## Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 4

### Summaries

- ✓ How to open calc file?
- ✓ Make a table.
- ✓ About normal option and page break preview.
- ✓ Hide and show toolbar.
- ✓ About formula bar.
- ✓ Hide and show Status bar.
- ✓ About column & row header.
- ✓ Use of side bar.
- ✓ Use of zoom bar.
- ✓ You will revise previous formula.

Now let's start video.

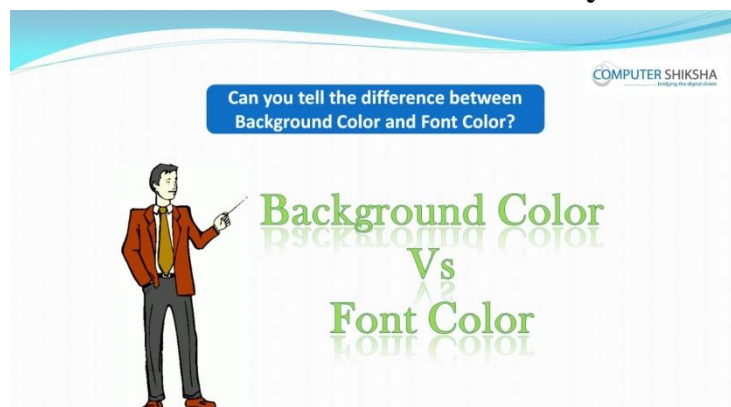
#### 1. To stop video time at 22 seconds in VLC Media Player.



Stop video here and ask them why do we use 'font color'?

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

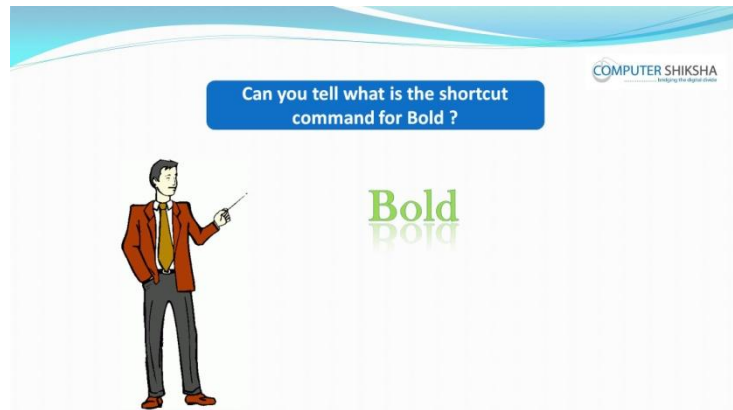
#### 2. To stop video time at 34 seconds in VLC Media Player.



Stop video here and ask if they can tell the difference between ‘font color and background color’?

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

**3. To stop video time at 57 seconds in VLC Media Player.**



Stop video here and ask if they can tell which command is used for ‘Bold’?

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

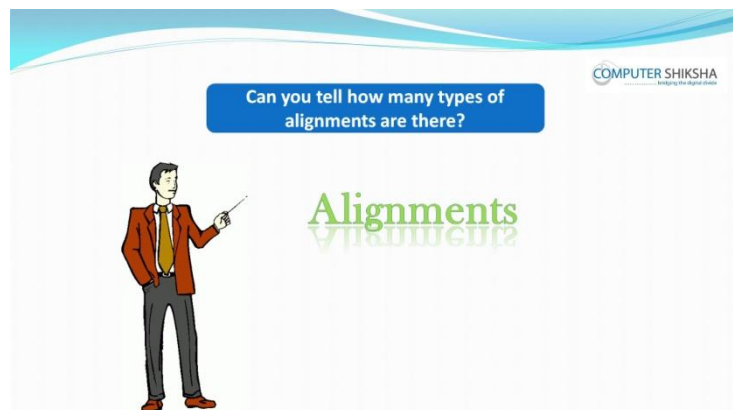
**4. To stop video time at 1 minute 10 seconds in VLC Media Player.**



Stop video here and ask them which command is used for ‘italic’ and why is it used?

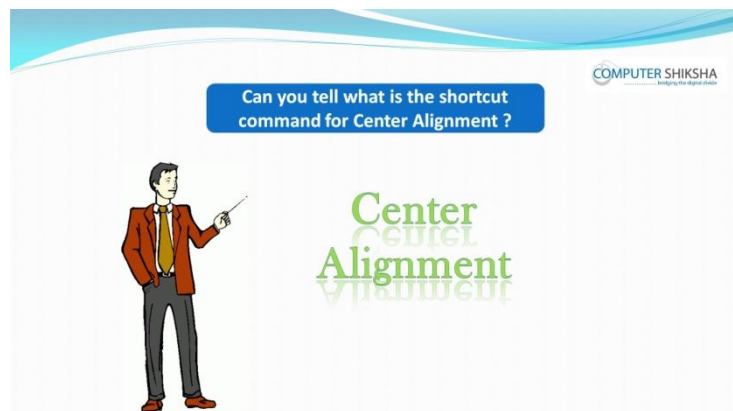
Just listen to the answers and play the video again for the correct answer.

**5. To stop video time at 1 minute 30 seconds in VLC Media Player.**



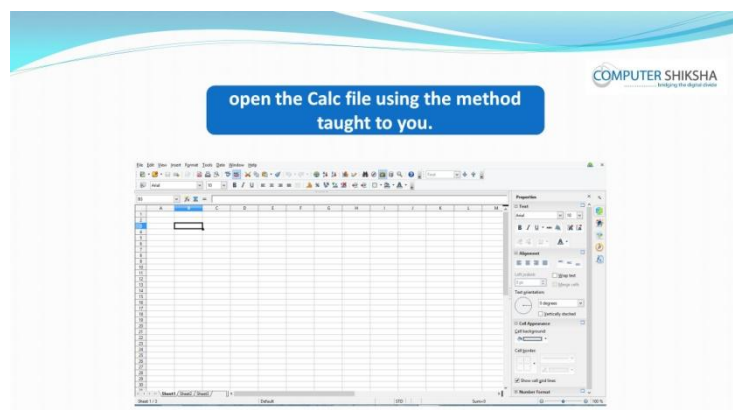
Stop video here and ask them how many types of alignments are there?  
Just listen to the answers and play the video again for the correct answer.

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



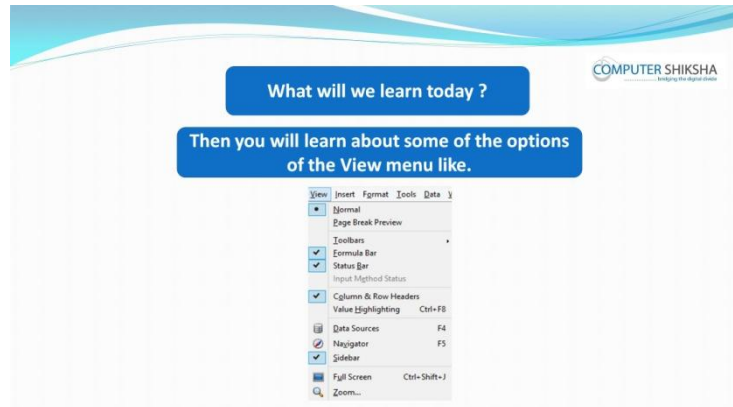
Stop video here and ask if they can tell which short cut command is used for  
'centre alignment'?  
Just listen to the answers and play the video again for the correct answer.

**7. To stop video time at 2 minute 04 seconds in VLC Media Player.**



Stop video here and ask if they have opened 'spreadsheet/calc' file or not?  
Just check whether they have opened 'spreadsheet/calc' or not and then play the video again.

**8. To stop video time at 2 minute 46 seconds in VLC Media Player.**



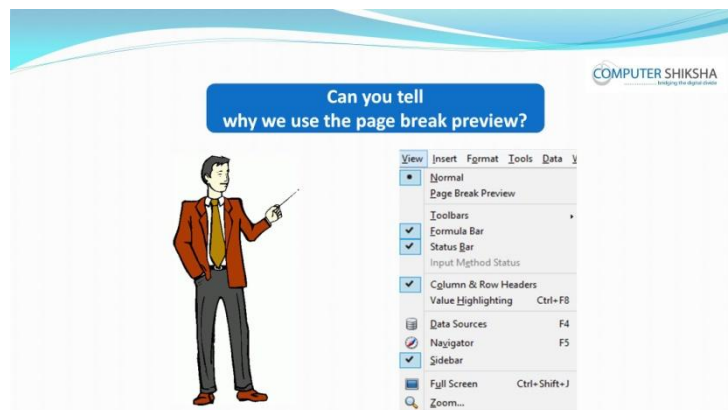
Stop video here and ask what will they learn today?  
Just listen to the answers and play the video again.

**9. To stop video time at 2 minute 55 seconds in VLC Media Player.**



Stop video here and ask them to make the table as shown in video.  
Just listen to the answers and play the video again.

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

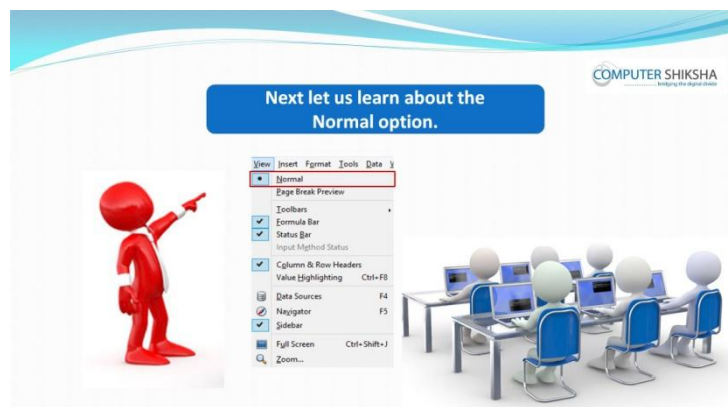


Stop video here and ask if they can tell why do we use ‘page break preview’?  
Just listen to the answers and play the video again.

**11.To stop video time at 4 minute 28 seconds in VLC Media Player.**

Stop video here and ask to do ‘page break preview’ as shown in video.  
Just check whether the students have done ‘page break preview’ or not and then play the video again.

**12.To stop video time at 4 minute 38 seconds in VLC Media Player.**

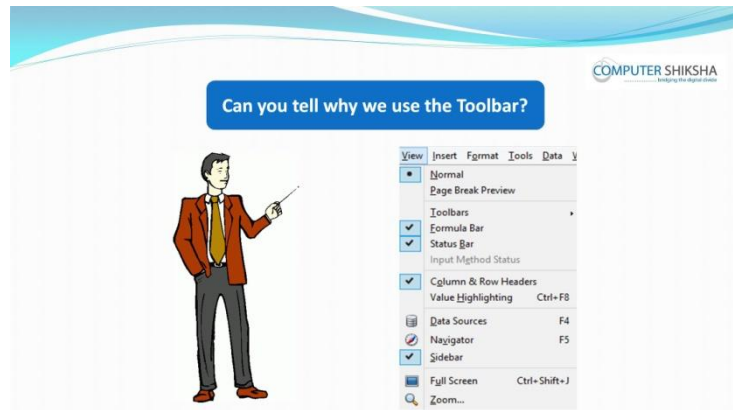


Stop video here and ask why do we use ‘normal’?  
Just listen to the answers and play the video again.

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

Stop video here and ask to do ‘normal’ as shown in video.  
Just check whether the students have done ‘normal’ or not and then play the video again.

**14.To stop video time at 5 minute 58 seconds in VLC Media Player.**



Stop video here and ask if they can tell why do we use ‘toolbar’?  
Just listen to the answers and play the video again.

**15.To stop video time at 7 minute 12 seconds in VLC Media Player.**

Stop video here and ask them to hide ‘Find and Formatting toolbar’ as shown in video.

Just check whether the students have hidden ‘Find and Formatting toolbar’ or not and then play the video again.

**16.To stop video time at 7 minute 54 seconds in VLC Media Player.**

Stop video here and ask them to hide ‘standard and formula bar’ as shown in video.

Just check whether the students have hidden ‘standard and formula bar’ or not and then play the video again.

**17.To stop video time at 8 minute 52 seconds in VLC Media Player.**

Stop video here and ask them to show ‘standard and formatting bar’ as shown in video.

Just check whether the students have shown ‘standard and formatting bar’ or not and then play the video again.

**18.To stop video time at 9 minute 43 seconds in VLC Media Player.**

Stop video here and ask to show ‘Find and Formula bar’ as shown in video.

Just check whether the students have shown ‘Find and Formula bar’ or not and then play the video again.

**19.To stop video time at 9 minute 56 seconds in VLC Media Player.**

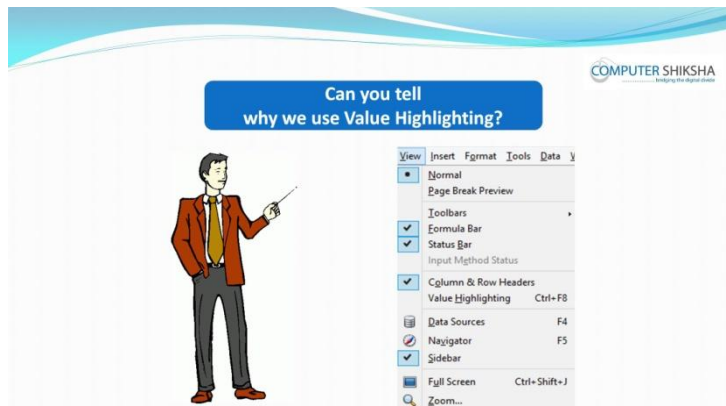


Stop video here and ask if they know how to use ‘formula bar’?  
Just listen to the answers and play the video again.

**20.To stop video time at 11 minute 00 seconds in VLC Media Player.**

Stop video here and ask them to hide and show ‘formula bar’ as shown in video.  
Just check whether the students have done hiding and showing ‘formula bar’ or not and then play the video again.

**21.To stop video time at 11 minute 10 seconds in VLC Media Player.**



Stop video here and ask if they can tell why we use ‘value highlighting’.  
Just listen to the answers and play the video again.

**22.To stop video time at 12 minute 32 seconds in VLC Media Player.**

Stop video here and ask them to hide and show ‘value highlighting’ as shown in video.

Just check whether the students have done hiding and showing ‘value highlighting’ or not and then play the video again.

**23.To stop video time at 12 minute 39 seconds in VLC Media Player.**

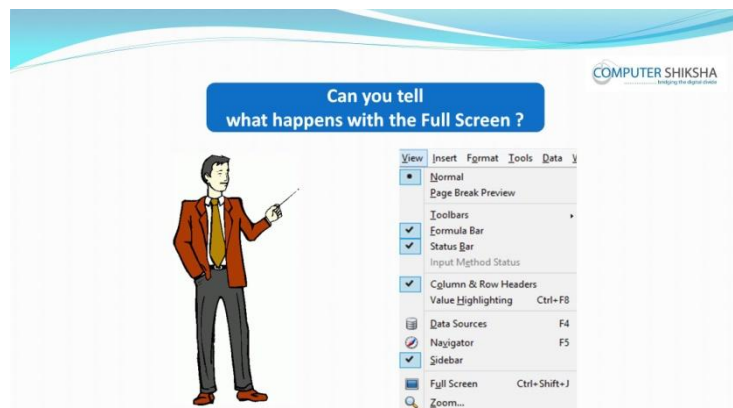


Stop video here and ask if they know why ‘Side bar’ is used?  
Just listen to the answers and play the video again.

**24.To stop video time at 13 minute 58 seconds in VLC Media Player.**

Stop video here and ask them to hide and show ‘side bar’ as shown in video.  
Just check whether the students have done hiding and showing ‘side bar’ or not  
and then play the video again.

**25.To stop video time at 14 minute 08 seconds in VLC Media Player.**



Stop video here and ask if they can tell what happens with ‘Full screen’?  
Just listen to the answers and play the video again.

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

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

**27.To stop video time at 15 minute 47 seconds in VLC Media Player.**



Stop video here and ask if they know why do we use ‘zoom’?  
Just listen to the answers and play the video again.

**28.To stop video time at 17 minute 47 seconds in VLC Media Player.**

Stop video here and ask them to use ‘zoom’ as shown in video.  
Just check whether the students have used ‘zoom’ or not and then play the video again.

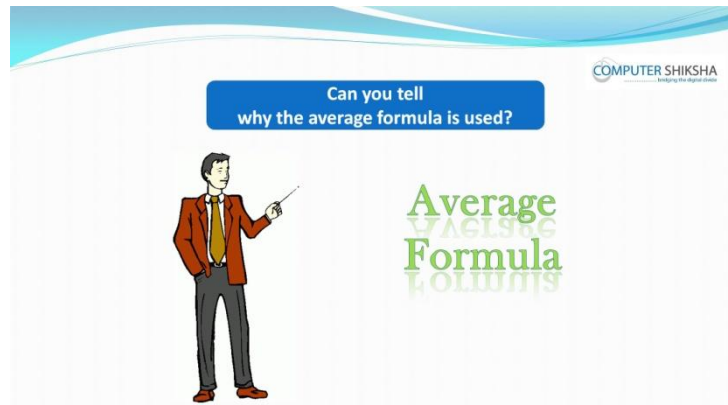
**29.To stop video time at 19 minute 15 seconds in VLC Media Player.**

Stop video here and ask them to use ‘sum formula’ as shown in video.  
Just check whether the students have used ‘sum formula’ or not and then play the video again.

**30.To stop video time at 20 minute 32 seconds in VLC Media Player.**

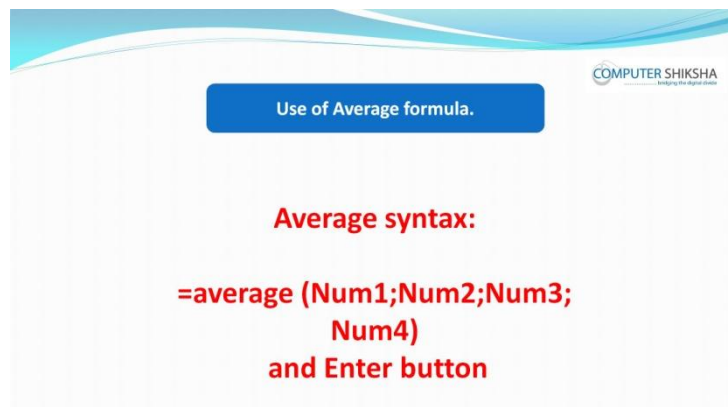
Stop video here and ask them to use ‘division formula’ as shown in video.  
Just check whether the students have used ‘division formula’ or not and then play the video again.

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



Stop video here and ask if they can tell why the 'Average' formula is used?  
Just listen to the answers and play the video again.

**32.To stop video time at 20 minute 56 seconds in VLC Media Player.**



Stop video here and ask them to write average formula in their notebook.  
Just listen to the answers and play the video again.

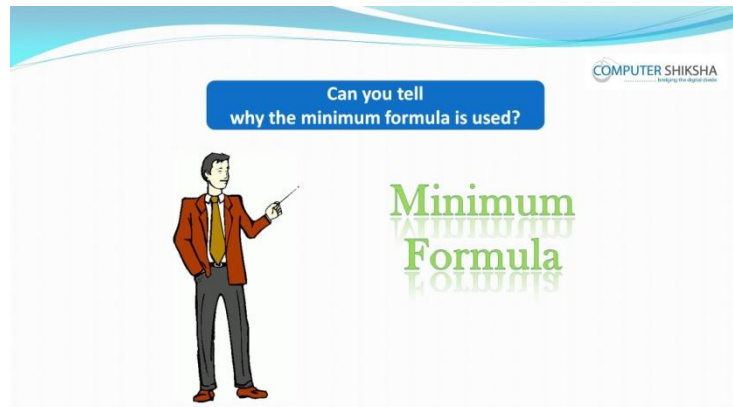
**33.To stop video time at 22 minute 03 seconds in VLC Media Player.**

Stop video here and ask them to use 'average formula' as shown in video.  
Just check whether the students have used 'average formula' or not and then play the video again.

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

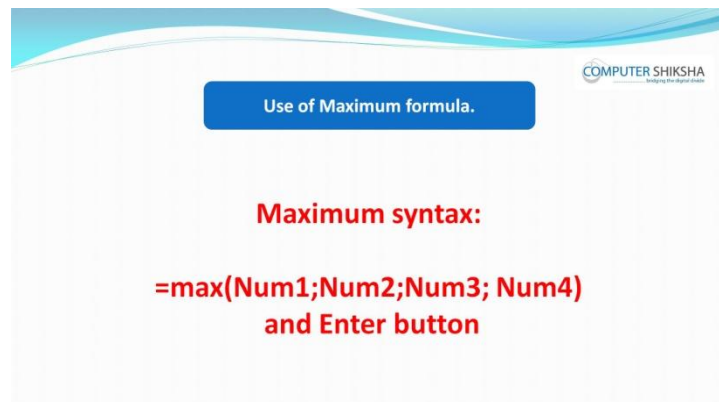
Stop video here and ask them to use 'average formula' as shown in video.  
Just check whether the students have used 'average formula' or not and then play the video again.

**35.To stop video time at 23 minute 27 seconds in VLC Media Player.**



Stop video here and ask if they can tell why 'Maximum formula' is used?  
Just listen to the answers and play the video again.

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

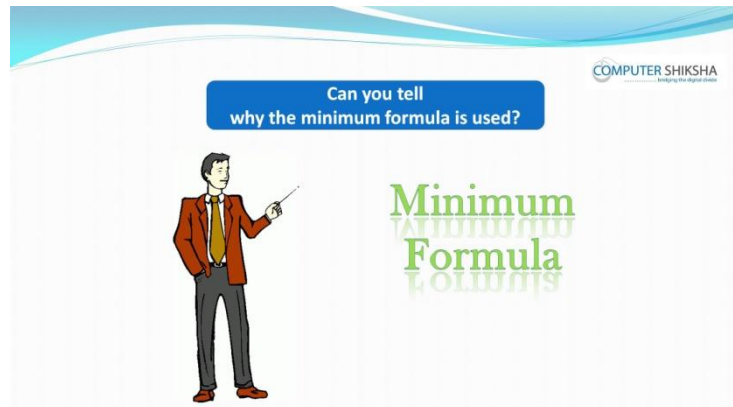


Stop video here and ask them to write maximum formula in their notebook.  
Just listen to the answers and play the video again.

**37.To stop video time at 25 minute 10 seconds in VLC Media Player.**

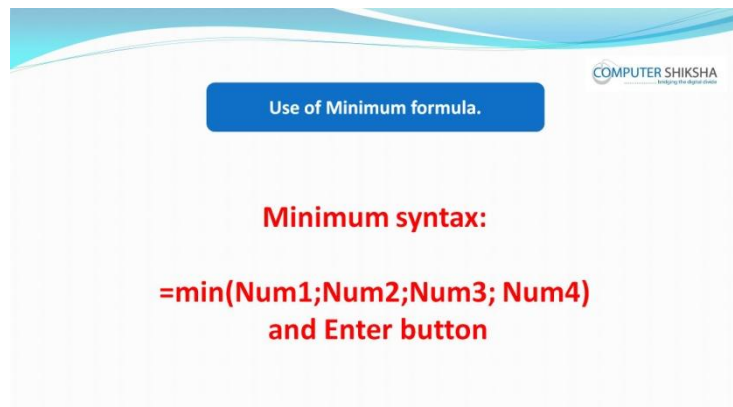
Stop video here and ask them to use 'maximum formula' as shown in video.  
Just check whether the students have used 'maximum formula' or not and then play the video again.

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



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

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



Stop video here and ask them to write minimum formula in their notebook. Just listen to the answers and play the video again.

**40.To stop video time at 26 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to use 'minimum formula' as shown in video. Just check whether the students have used 'minimum formula' or not and then play the video again.

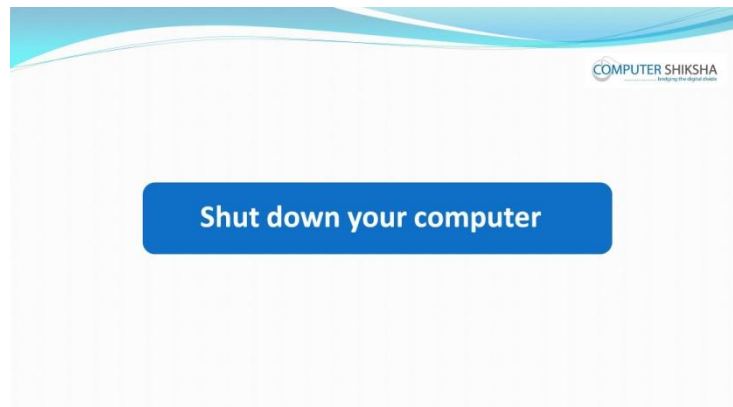
**41.To stop video time at 26 minute 54 seconds in VLC Media Player.**



Stop video here and ask them to convert their file into PDF.

Now just check, if they done so, and then play the video again.

**42.To stop video time at 27 minute 00 seconds in VLC Media Player.**



Stop video here and ask them to save their file and shut down their computer.

Now just check whether they have shut down the computers or not.

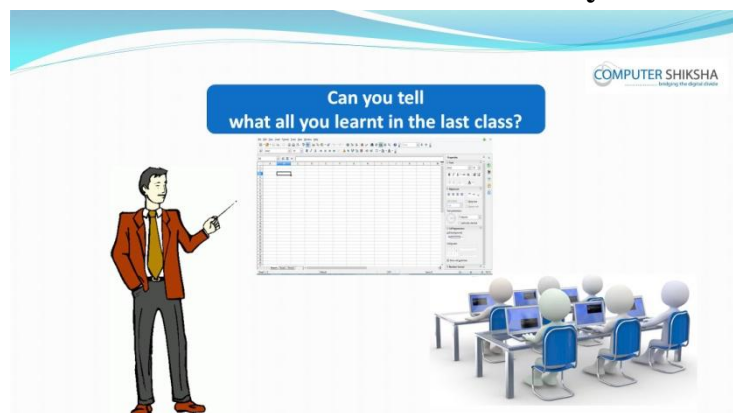
## **Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 5**

### **Summaries**

- ✓ Make a table
- ✓ Revision of previous formulae (sum, subtract, product etc..,)
- ✓ Revision of view menu options (normal, page break preview, )
- ✓ What is toolbar and how to hide & show options (find & replace, formatting etc..,)
- ✓ What is formula bar, how to hide & show it?
- ✓ How to hide & show status bar?
- ✓ What is column & row header?
- ✓ What is use of value highlighting?
- ✓ What is side bar ?
- ✓ How to use zoom?
- ✓ How to close calc/spreadsheet file?
- ✓ How to shut down computer.

Now let's start video.

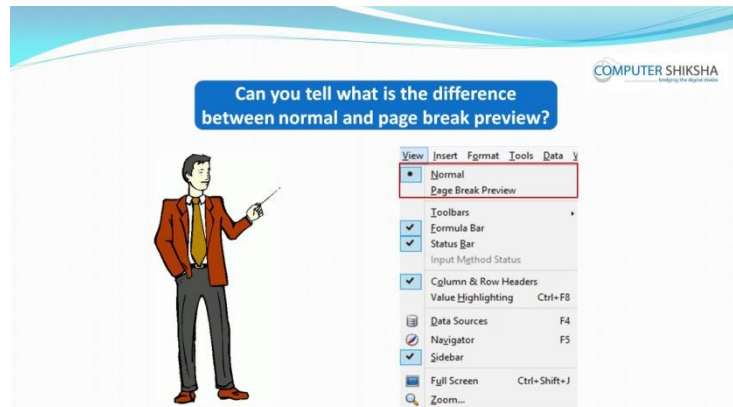
#### **43.To stop video time at 15 seconds in VLC Media Player.**



Stop video here and ask them what they had learnt in previous class?

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

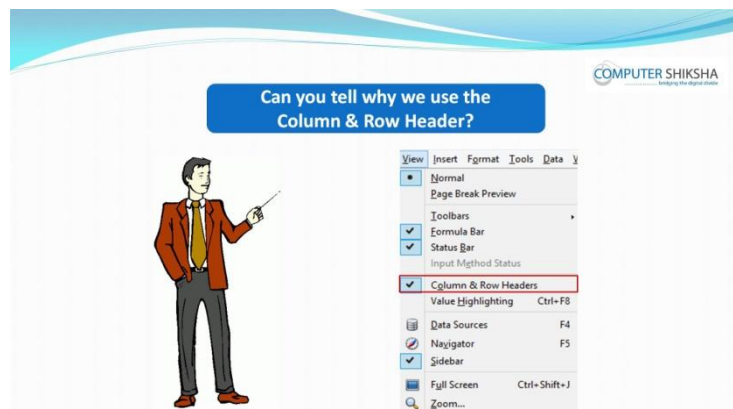
#### 44.To stop video time at 52 seconds in VLC Media Player.



Stop video here and ask them what is the difference between ‘Normal & Page Break previews?’

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

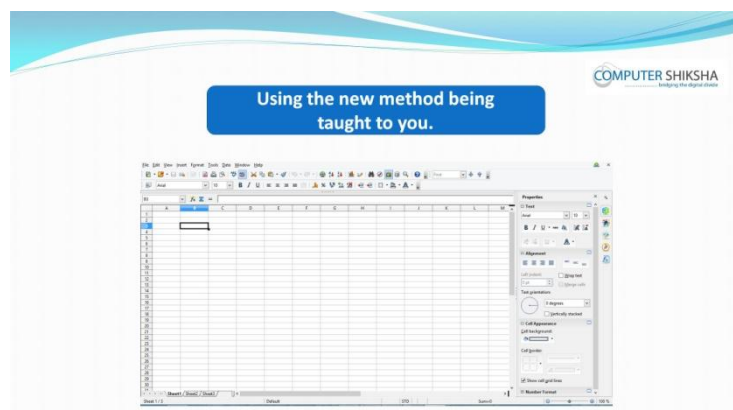
#### 45.To stop video time at 1 minute 17 seconds in VLC Media Player.



Stop video here and ask if they can tell why do we use ‘column & row header’?

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

#### 46.To stop video time at 1 minute 43 seconds in VLC Media Player.



Stop video here and ask students to open Spreadsheet/Calc file and then play the video again.

**47.To stop video time at 2 minute 44 seconds in VLC Media Player.**

Stop video here and ask students to quick start window as shown in the video and then play the video again.

**48.To stop video time at 3 minute 01 seconds in VLC Media Player.**

Stop video here and ask students to open Spreadsheet/File as shown in the video.

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

**49.To stop video time at 3 minute 39 seconds in VLC Media Player.**



Stop video here and ask them what will we learn today?  
Just listen to the answers and play the video again.

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

Have you all been able to make the table?

	A	B	C	D	E
1	Name	Apple	Grapes	Orange	Total
2	A	25	25	24	74
3	B	26	24	26	76
4	C	31	26	24	81
5	D	35	23	26	84
6	E	35	24	24	83

Stop video here and ask them to make this table as shown in video.

Just check whether they have made table or not and then play the video again?

**51.To stop video time at 4 minute 02 seconds in VLC Media Player.**



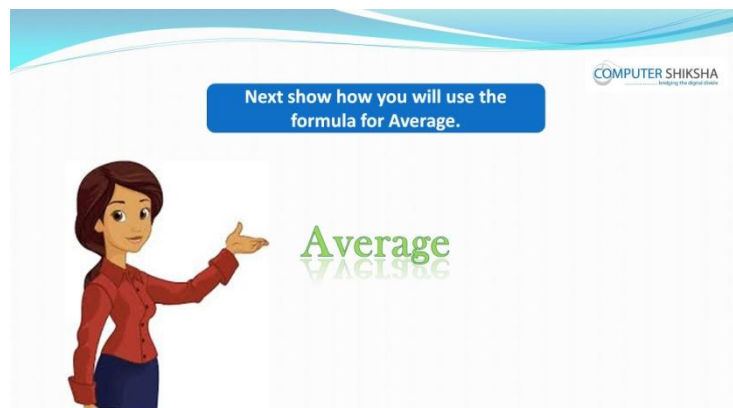
Stop video here and ask if they know how to get sum?

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

**52.To stop video time at 5 minute 05 seconds in VLC Media Player.**

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

**53.To stop video time at 6 minute 26 seconds in VLC Media Player.**



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

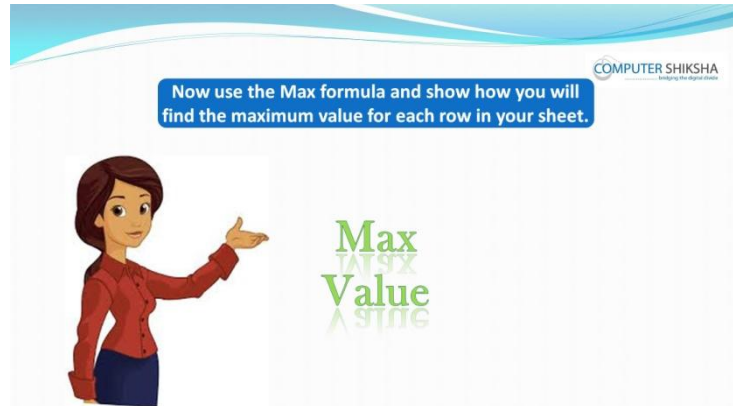
**54.To stop video time at 8 minute 01 seconds in VLC Media Player.**

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

**55.To stop video time at 8 minute 51 seconds in VLC Media Player.**

Stop video here and ask them to use 'average formula' as shown in video.  
Just check whether the students have done 'average formula' or not and then play the video again.

**56.To stop video time at 9 minute 01 seconds in VLC Media Player.**

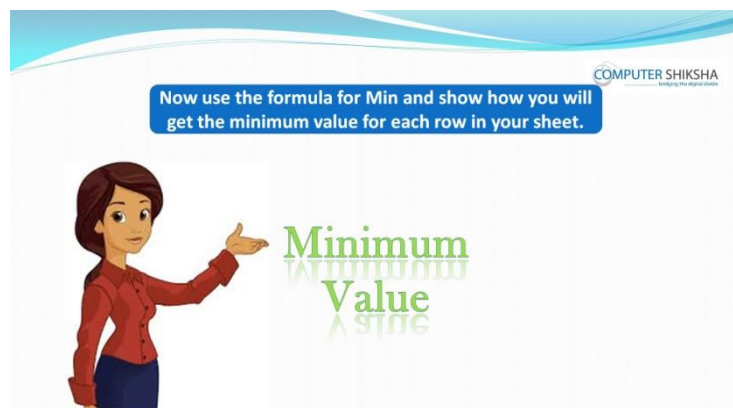


Stop video here and ask them to find the maximum value for each row by using the 'maximum formula' and then play the video again.

**57.To stop video time at 10 minute 53 seconds in VLC Media Player.**

Stop video here and ask them to use 'maximum formula' as shown in video.  
Just check whether the students have done 'maximum formula' or not and then play the video again.

**58.To stop video time at 11 minute 04 seconds in VLC Media Player.**



Stop video here and ask them to find the minimum value for each row by using the 'minimum formula' and then play the video again.

**59.To stop video time at 12 minute 48 seconds in VLC Media Player.**

Stop video here and ask them to use ‘minimum formula’ as shown in video.  
Just check whether the students have done ‘minimum formula’ or not and then play the video again.

**60.To stop video time at 12 minute 56 seconds in VLC Media Player.**

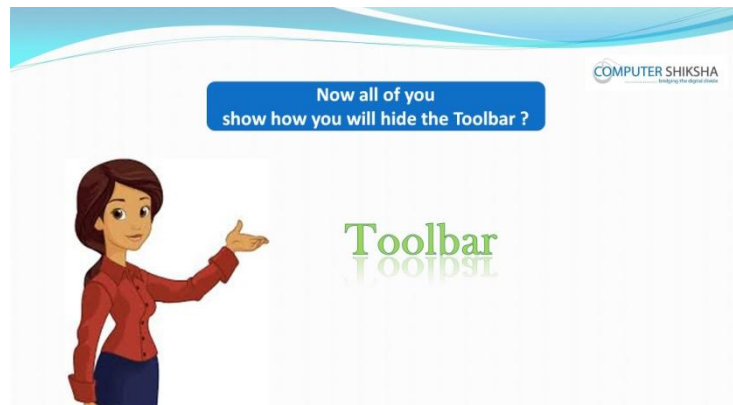


Stop video here and ask them how to use ‘page break preview’ option?  
Just listen to the answers and play the video again for the correct answer.

**61.To stop video time at 13 minute 39 seconds in VLC Media Player.**

Stop video here and ask them to use ‘page break preview’ as shown in video.  
Just check whether the students have used ‘page break preview’ or not and then play the video again.

**62.To stop video time at 13 minute 43 seconds in VLC Media Player.**



Stop video here and ask them how to hide the ‘Toolbar’?  
Just listen to the answers and play the video again for the correct answer.

**63.To stop video time at 15 minute 11 seconds in VLC Media Player.**

Stop video here and ask them to hide 'toolbar' option as shown in video.

Just check whether the students have hidden 'toolbar' or not and then play the video again.

**64.To stop video time at 15 minute 17 seconds in VLC Media Player.**



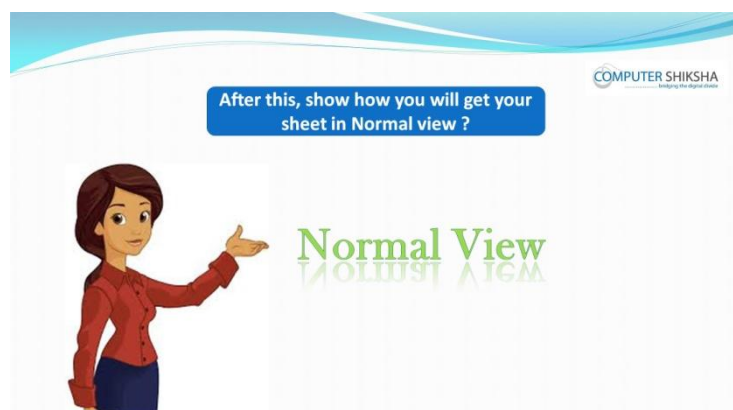
Stop video here and ask them how to remove 'column & row header' option?  
Just listen to the answers and play the video again for the correct answer.

**65.To stop video time at 16 minute 08 seconds in VLC Media Player.**

Stop video here and ask them to hide 'column & row header' option as shown in video.

Just check whether the students have hidden 'column & row header' or not and then play the video again.

**66.To stop video time at 16 minute 16 seconds in VLC Media Player.**



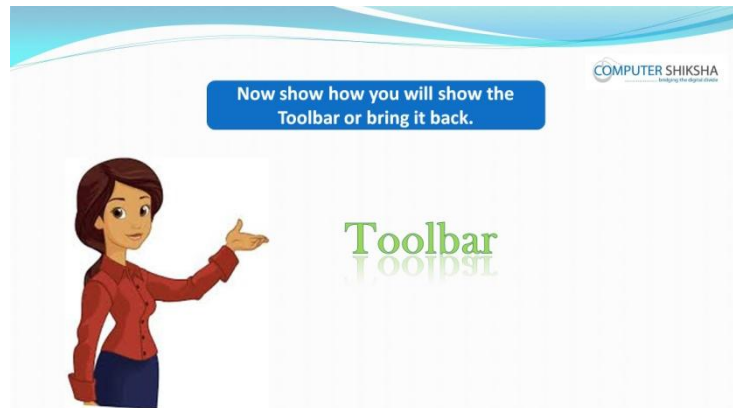
Stop video here and ask students to bring the file in normal view and then play the video again.

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

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

Now just check whether they brought back their file in normal view or not and then play the video again.

**68.To stop video time at 17 minute 05 seconds in VLC Media Player.**



Stop video here and ask them to bring back all 'toolbar options' which they had hidden and then play the video again.

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

Stop video here and ask them to show 'formatting and standard bar' option as shown in video.

Just check whether the students have shown 'formatting and standard bar' or not and then play the video again.

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

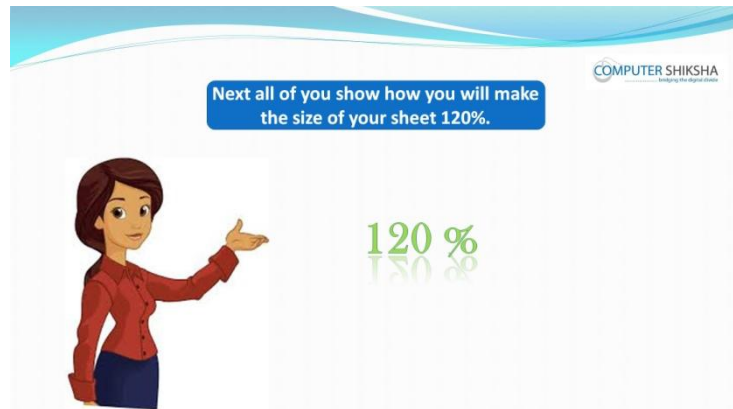
Stop video here and ask them how to show 'column & row header' option  
And then play the video again.

**71.To stop video time at 19 minute 29 seconds in VLC Media Player.**

Stop video here and ask them to show 'column & row header' option as shown in video.

Just check whether the students have shown 'column & row header' or not and then play the video again.

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

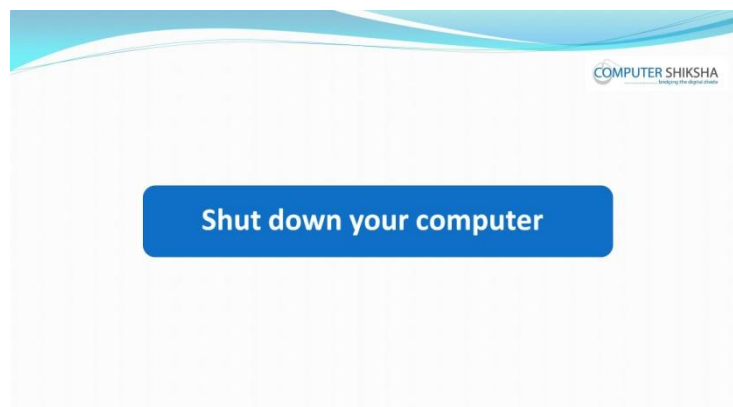


Stop video here and ask students do 120% size of sheet and then play the video again.

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

Stop video here and ask students to 120% of the page as shown in the video and then play the video again.

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



Stop video here and ask them to save their file and shut down their computer  
Now just check whether they have shutdown the computer or not.

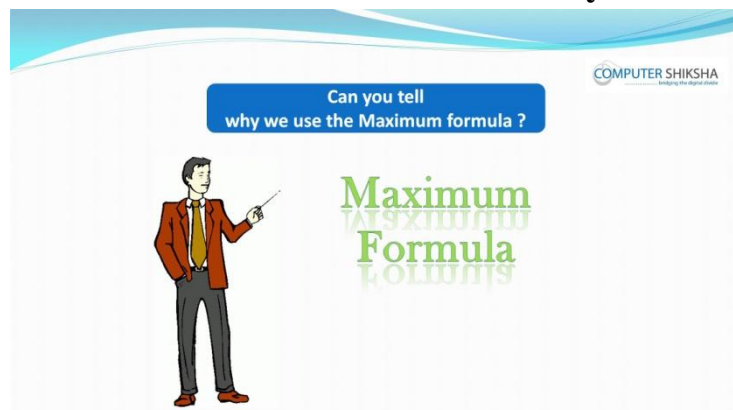
## **Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 6**

### **Summaries**

- ✓ Make a table
- ✓ Why we use insert menu option?
- ✓ What is manual break option?
- ✓ What is cell, row and column?
- ✓ Why we use sheet option?
- ✓ How to use sheet from file option?
- ✓ Why we use hyperlink option?
- ✓ What is use of function and function list?
- ✓ How to use chart option?
- ✓ How to close your calc/spreadsheet file?
- ✓ How to shut down computer?

Now let's start video.

#### **75.To stop video time at 22 seconds in VLC Media Player.**



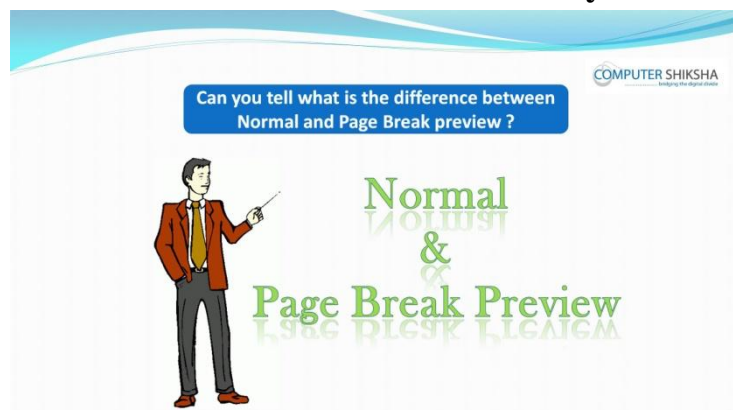
Stop video here and ask if they know why do we use maximum formula?  
Just listen to the answers and play the video again for the correct answer.

#### **76.To stop video time at 34 seconds in VLC Media Player.**



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

**77.To stop video time at 41 seconds in VLC Media Player.**



Stop video here and ask them what is the difference between 'normal & page break preview' option?  
Just listen to the answers and play the video again for the correct answer.

**78.To stop video time at 1 minute 12 seconds in VLC Media Player.**

Stop video here and ask students to open their calc/Spreadsheet file and then play the video again.

**79.To stop video time at 1 minute 54 seconds in VLC Media Player.**



Stop video here and ask them what will we learn today?  
Now just check if everyone has done so and play the video again.

**80.To stop video time at 2 minute 01 seconds in VLC Media Player.**

Stop video here and ask them to make the given table as shown in the video or open any existing file.  
Just check and ask them have they made this table.

**81.To stop video time at 2 minute 11 seconds in VLC Media Player.**



Stop video here and ask if they know why do we use 'manual break' in spreadsheet option?  
Just listen to the answers and play the video again for the correct answer.

**82.To stop video time at 4 minute 45 seconds in VLC Media Player.**

Stop video here and ask them to do 'Row break' as shown in video.  
Just check whether the students have done 'row break' or not and then play the video again.

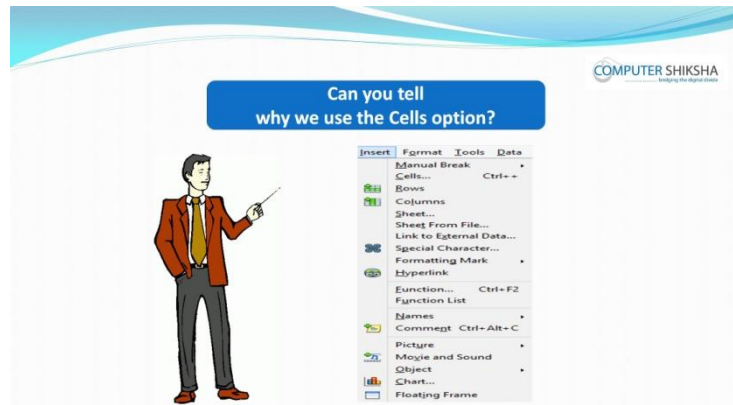
**83.To stop video time at 6 minute 15 seconds in VLC Media Player.**

Stop video here and ask them to do 'Column break' as shown in video.  
Just check whether the students have done 'Column break' or not and then play the video again.

**84.To stop video time at 7 minute 36 seconds in VLC Media Player.**

Stop video here and ask students to remove manual break as shown in the video and then play the video again.

**85.To stop video time at 7 minute 44 seconds in VLC Media Player.**



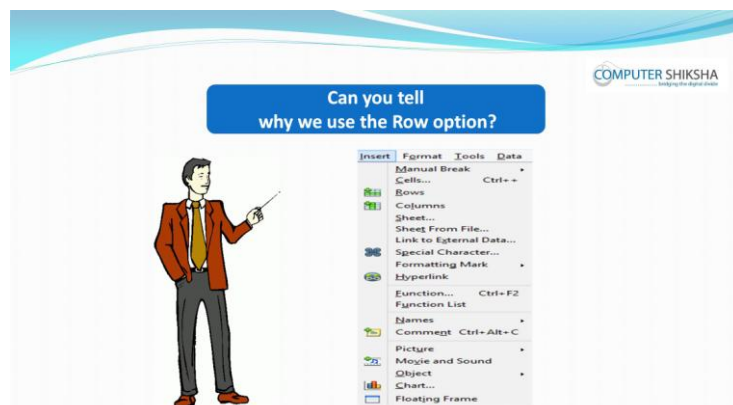
Stop video here and ask if they can tell why we use 'Cells' option?  
Just listen to the answers and play the video again for the correct answer.

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

Stop video here and ask students to insert new cell as shown in the video.

Now just check whether they have inserted the new cell or not and then play the video again.

**87.To stop video time at 9 minute 51 seconds in VLC Media Player.**

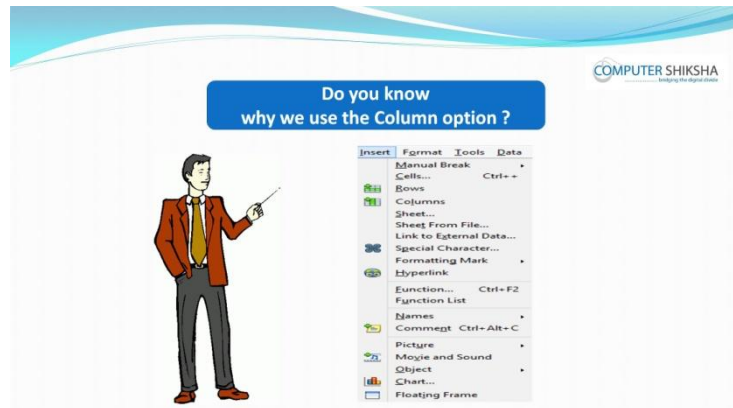


Stop video here and ask if they can tell why we use 'Row' option?  
Just listen to the answers and play the video again for the correct answer.

**88.To stop video time at 11 minute 05 seconds in VLC Media Player.**

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

**89.To stop video time at 11 minute 14 seconds in VLC Media Player.**



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

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

Stop video here and ask students to insert a 'Column' and ask to type something in this column as shown in the video and then play the video again.

**91.To stop video time at 12 minute 34 seconds in VLC Media Player.**



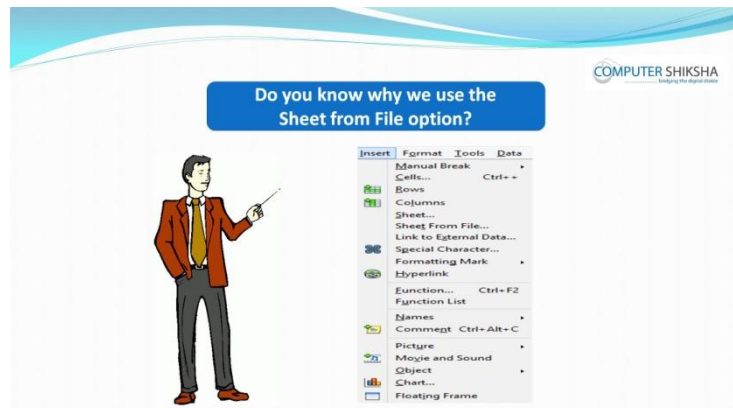
Stop video here and ask if they can tell why we use 'Sheet' option? Just listen to the answers and play the video again for the correct answer.

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

Stop video here and ask students to insert a new sheet as shown in the video.

Now just check if everyone has done so and play the video again.

**93.To stop video time at 14 minute 37 seconds in VLC Media Player.**



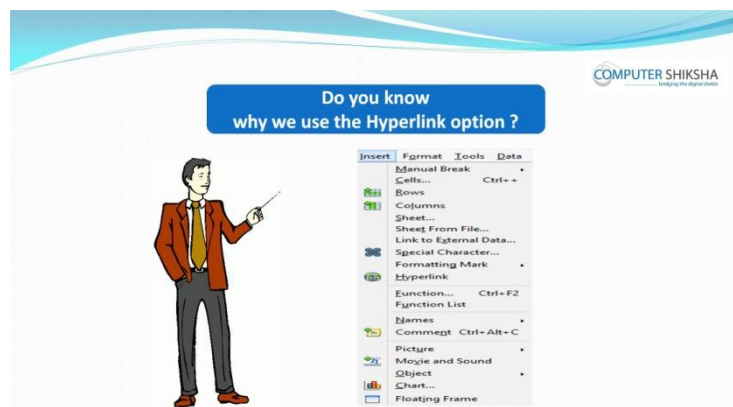
Stop video here and ask if they know why we use the 'Sheet from file' option? Just listen to the answers and play the video again for the correct answer.

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

Stop video here and ask students to insert any saved file in their current spreadsheet file as shown in the video.

Now just check if everyone has done so and play the video again.

**95.To stop video time at 17 minute 39 seconds in VLC Media Player.**



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

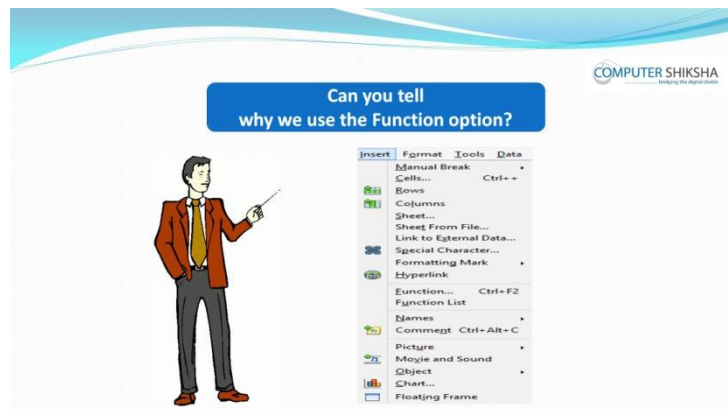
**96.To stop video time at 20 minute 39 seconds in VLC Media Player.**

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

**97.To stop video time at 21 minute 01 seconds in VLC Media Player.**

Stop video here and ask students to open hyperlink as shown in the video. Just check whether the students have opened 'hyperlink' file or not and then play the video again.

**98.To stop video time at 21 minute 09 seconds in VLC Media Player.**

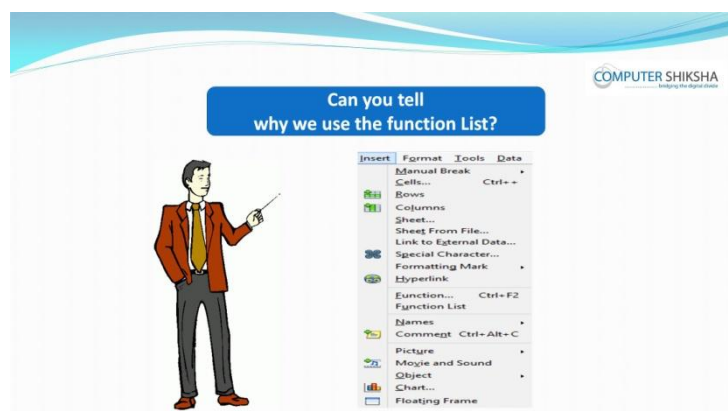


Stop video here and ask if they can tell why we use 'function' option? Just listen to the answers and play the video again for the correct answer.

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

Stop video here and ask them to use 'function' as shown in video. Just check whether the students have used 'function' or not and then play the video again.

**100. To stop video time at 23 minute 27 seconds in VLC Media Player.**



Stop video here and ask if they can tell why we use 'function list' option?

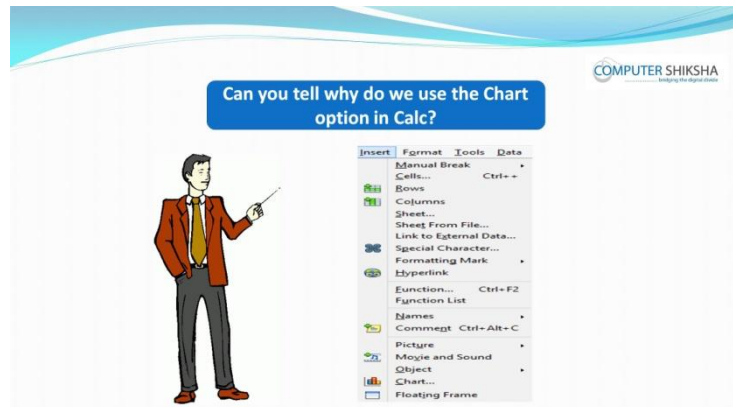
Just listen to the answers and play the video again for the correct answer.

**101. To stop video time at 24 minute 53 seconds in VLC Media Player.**

Stop video here and ask them to use 'function list' as shown in video.

Just check whether the students have used 'function list' or not and then play the video again.

**102. To stop video time at 25 minute 03 seconds in VLC Media Player.**



Stop video here and ask if they can tell why we use 'chart' option?

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

**103. To stop video time at 27 minute 20 seconds in VLC Media Player.**

Stop video here and ask them to choose 'chart types' as shown in video.

Just check whether the students have chosen 'chart type' or not and then play the video again.

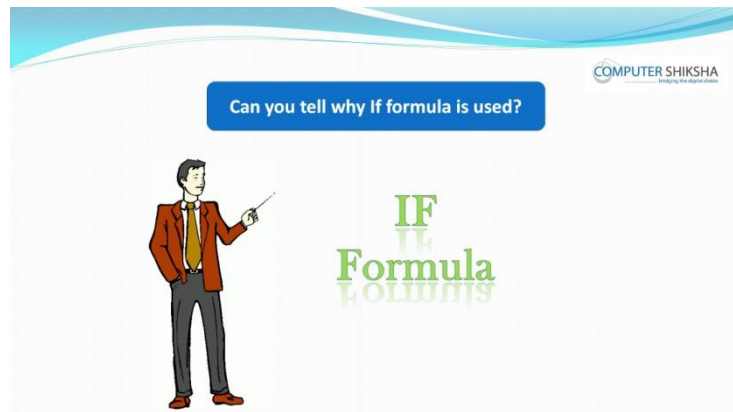
**104. To stop video time at 27 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to use chart as shown in the video and then play the video again.

**105. To stop video time at 28 minute 26 seconds in VLC Media Player.**

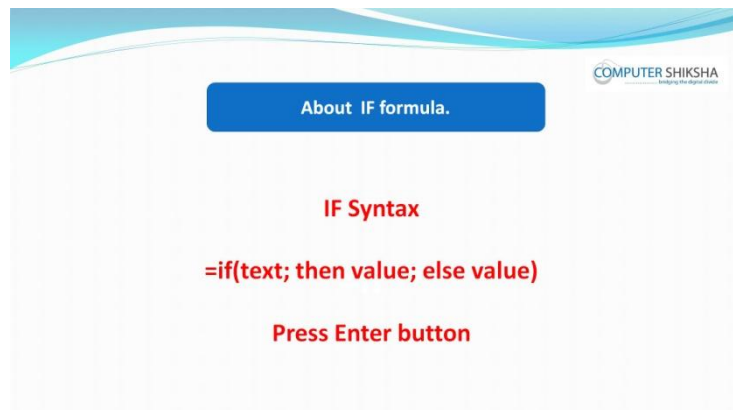
Stop video here and check whether they have prepared chart or not and then play the video again.

**106. To stop video time at 28 minute 25 seconds in VLC Media Player.**



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

**107. To stop video time at 28 minute 58 seconds in VLC Media Player.**



Stop video here and ask them to write this formula in their notebook as shown in video.

**108. To stop video time at 30 minute 37 seconds in VLC Media Player.**

Stop video here and ask them to use 'Sum formula' as shown in video.  
Just check whether the students have Summed up all the numbers or not and then play the video again.

**109. To stop video time at 33 minute 04 seconds in VLC Media Player.**

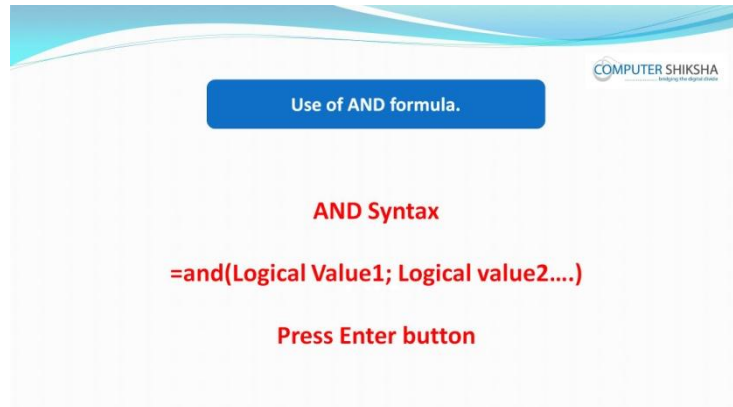
Stop video here and ask students to type IF formula and then press enter key as shown in the video and then play the video again.

**110. To stop video time at 34 minute 07 seconds in VLC Media Player.**

Stop video here and ask them to use 'IF formula' as shown in video.

Just check whether the students have used 'IF formula' or not and then play the video again.

**111. To stop video time at 34 minute 30 seconds in VLC Media Player.**



Stop video here and ask them to write 'AND' formula in their notebook as shown in video and then play the video again.

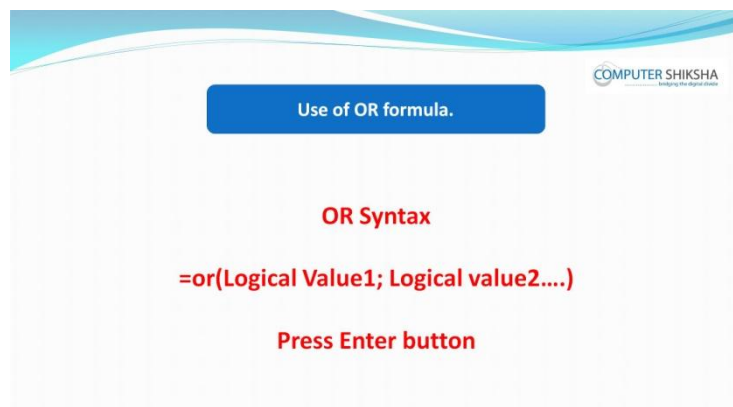
**112. To stop video time at 37 minute 08 seconds in VLC Media Player.**

Stop video here and ask them to type 'AND formula' and then press enter key as shown in video and then play the video again.

**113. To stop video time at 41 minute 17 seconds in VLC Media Player.**

Stop video here and ask them to use 'AND formula' as shown in video. Just check whether the students have used 'AND formula' or not and then play the video again.

**114. To stop video time at 41 minute 33 seconds in VLC Media Player.**



Stop video here and ask them to write 'OR formula' in their notebook as shown in the video and then play the video again.

**115. To stop video time at 43 minute 19 seconds in VLC Media Player.**

Stop video here and ask them to type 'OR formula' and then press enter button as shown in video and then play the video again.

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

Stop video here and ask them to use 'OR formula' as shown in video.

Just check whether the students have used 'OR formula' or not and then play the video again.

**117. To stop video time at 44 minute 34 seconds in VLC Media Player.**

Stop video here and ask them to write 'Count Formula' in their notebook as shown in video.

**118. To stop video time at 46 minute 26 seconds in VLC Media Player.**

Stop video here and ask them to use 'COUNT formula' as shown in video.

Just check whether the students have used 'COUNT formula' or not and then play the video again.

**119. To stop video time at 46 minute 37 seconds in VLC Media Player.**

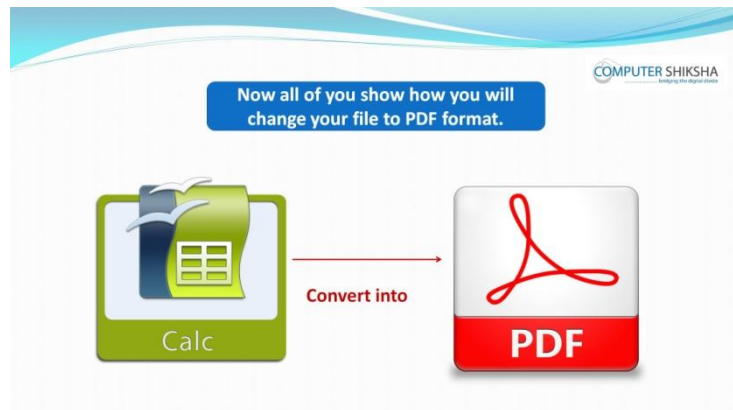
Stop video here and ask to write 'Count blank formula' in their notebook as shown in the video and then play the video again.

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

Stop video here and ask them to use 'COUNT BLANK formula' as shown in video.

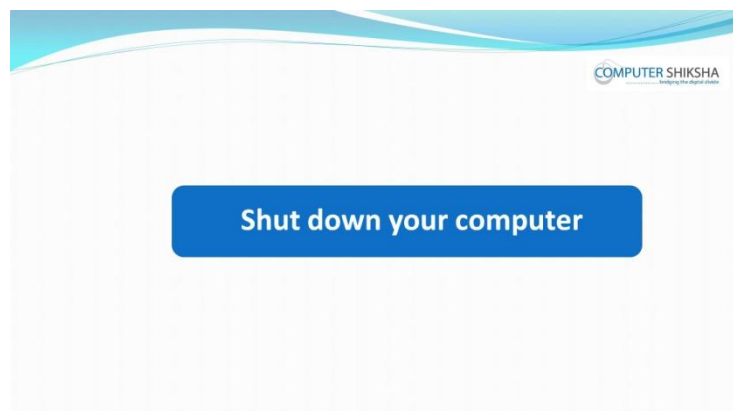
Just check whether the students have used 'COUNT BLANK formula' or not and then play the video again.

**121. To stop video time at 49 minute 18 seconds in VLC Media Player.**



Stop video here and ask them to convert their file into PDF as shown in video.

**122. To stop video time at 49 minute 30 seconds in VLC Media Player.**



Stop video here and ask them to save their file and then close it as shown in video.

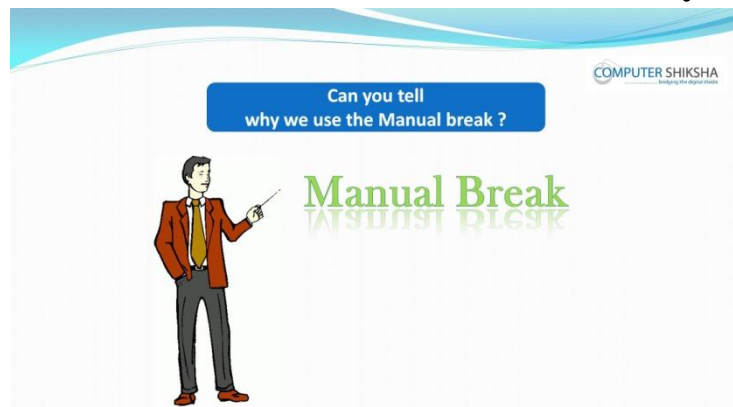
## **Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 7**

### **Summaries**

- ✓ Make a table
- ✓ What is use of format menu option ?
- ✓ What is default formatting option ?
- ✓ About cell option.
- ✓ About row option.
- ✓ About column option.
- ✓ Why we use sheet option ?
- ✓ What is use of merge cells ?
- ✓ Why we use page option ?
- ✓ Why we use print range option ?
- ✓ About change case.
- ✓ About auto format.
- ✓ About conditional formatting.
- ✓ Use of some new formulas (IF, AND, OR, COUNT AND COUNTBLANK)
- ✓ How to close your calc/spreadsheet file ?
- ✓ How to shut down computer.

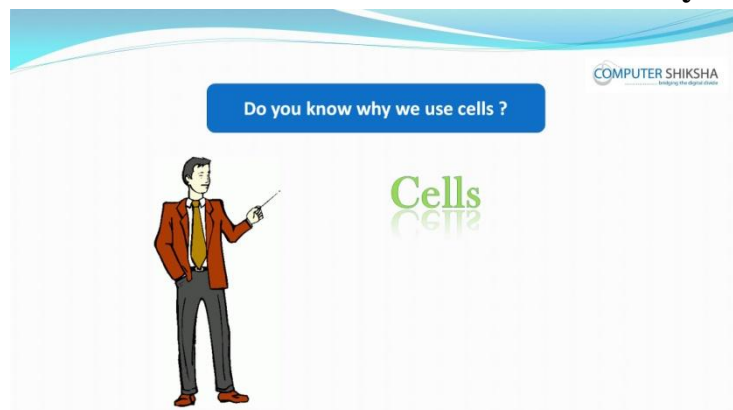
Now let's start video.

#### **123. To stop video time at 28 seconds in VLC Media Player.**



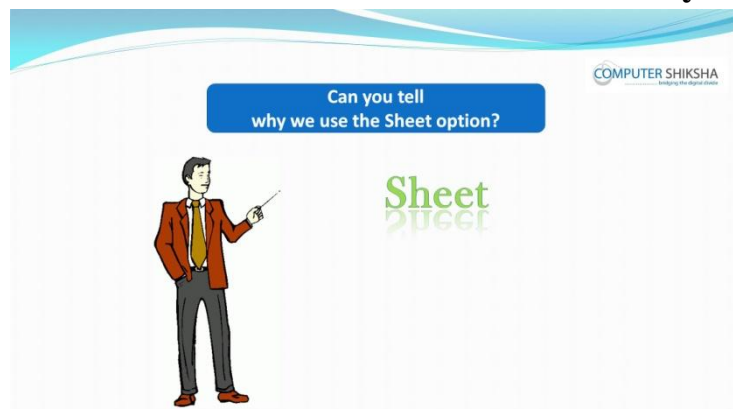
Stop video here and ask if they know why we use 'manual break' option?  
Just listen to the answers and play the video again for the correct answer.

**124. To stop video time at 38 seconds in VLC Media Player.**



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

**125. To stop video time at 57 seconds in VLC Media Player.**



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

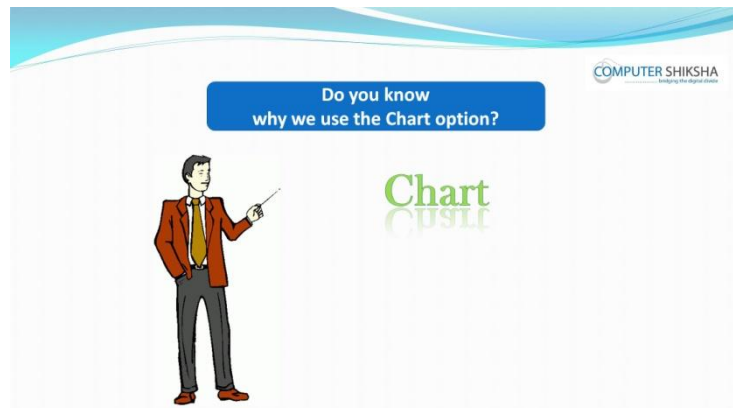
**126. To stop video time at 1 minute 09 seconds in VLC Media Player.**



Stop video here and ask if they can tell why we use 'sheet from file' option?

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

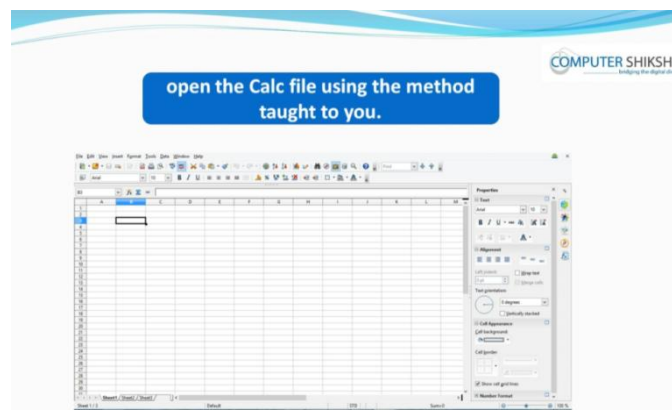
**127. To stop video time at 1 minute 21 seconds in VLC Media Player.**



Stop video here and ask if they know why we use 'chart' option?

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

**128. To stop video time at 1 minute 44 seconds in VLC Media Player.**



Stop video here and ask them to open their calc file.

Just check they have opened writer file or not and play the video again.

**129. To stop video time at 2 minute 34 seconds in VLC Media Player.**



Stop video here and ask them what will we learn today?  
Just listen to the answers and play the video again.

**130. To stop video time at 2 minute 41 seconds in VLC Media Player.**



	A	B	C	D
1	team	Round 1	Round 2	total
2	A	78	80	158
3	B	90	70	160
4	C	70	60	130
5	D	89	78	167

Stop video here and ask them to make the given table as shown in video.  
Just check and ask them if they have made this table?

**131. To stop video time at 2 minute 46 seconds in VLC Media Player.**



Now let's start to learn about 'cells' option.

**132. To stop video time at 4 minute 25 seconds in VLC Media Player.**

Stop video here and ask them to select 'cells' option as shown in video.  
Check whether the students have selected 'cells' option or not and then play the video again.

**133. To stop video time at 5 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to change the number format as shown in video.  
Just check whether the students have changed the number format or not and then play the video again.

**134. To stop video time at 6 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to change the number format once again as shown in video.

Just check whether the students have changed the number format or not and then play the video again.

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

Stop video here and ask them to apply 'borders' option as shown in video.

Just check whether the students have applied 'border' or not and then play the video again.

**136. To stop video time at 8 minute 47 seconds in VLC Media Player.**

Stop video here and ask students to change the background of the cell and then play the video again.

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



Now let's start learning about 'row' option.

**138. To stop video time at 10 minute 25 seconds in VLC Media Player.**

Stop video here and ask them to increase 'height' of row as shown in video.

Just check whether the students have used 'row height' or not and then play the video again.

**139. To stop video time at 11 minute 03 seconds in VLC Media Player.**

Stop video here and ask them to use 'optimal height' of row option as shown in video.

Just check whether the students have used 'optimal height' option or not and then play the video again.

**140. To stop video time at 11 minute 47 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in video.

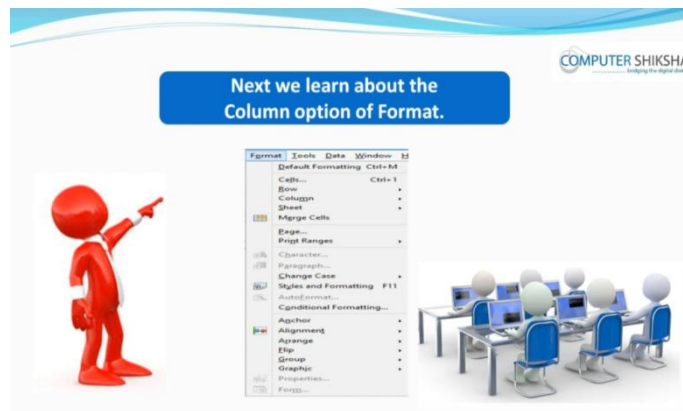
Just check whether the students have done 'default value' of row option or not and then play the video again.

**141. To stop video time at 12 minute 40 seconds in VLC Media Player.**

Stop video here and ask them to use 'hide and show' of row option as shown in video.

Just check whether the students have used 'hide and show' of row option or not and then play the video again.

**142. To stop video time at 12 minute 48 seconds in VLC Media Player.**



Now let's start to learn about 'column' option.

**143. To stop video time at 16 minute 08 seconds in VLC Media Player.**

Stop video here and ask them to use 'height and optimal height' of column option as shown in video.

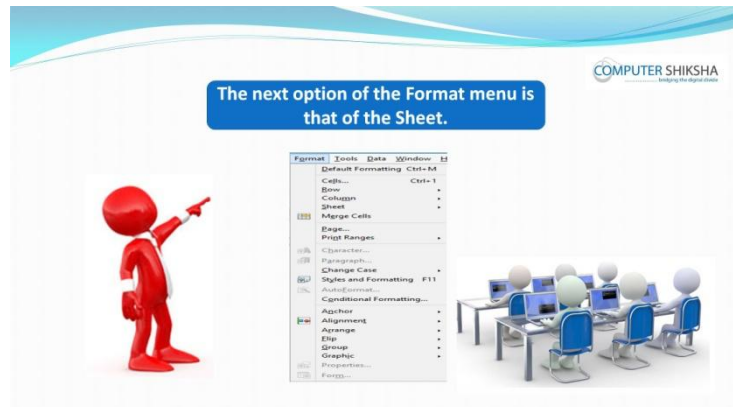
Just check whether the students have used 'height and optimal height' option or not and then play the video again.

**144. To stop video time at 17 minute 03 seconds in VLC Media Player.**

Stop video here and ask them to use 'hide and show' of column option as shown in video.

Just check whether the students have used 'hide and show' of column option or not and then play the video again.

- 145. To stop video time at 17 minute 09 seconds in VLC Media Player.**



Now let's start to learn about 'sheet' option.

- 146. To stop video time at 18 minute 26 seconds in VLC Media Player.**

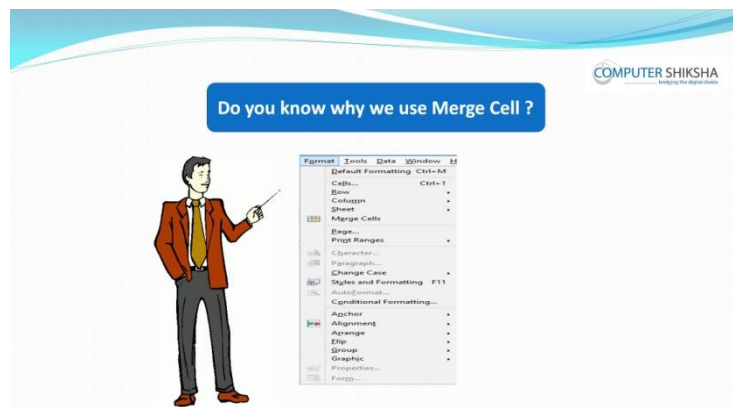
Stop video here and ask them to rename the sheet and then hide the sheet as shown in the video and then play the video again.

- 147. To stop video time at 20 minute 17 seconds in VLC Media Player.**

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

Just check whether the students have used 'sheet' option or not and then play the video again.

- 148. To stop video time at 20 minute 28 seconds in VLC Media Player.**



Stop video here and ask if they know why we use 'merge cells' option?

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

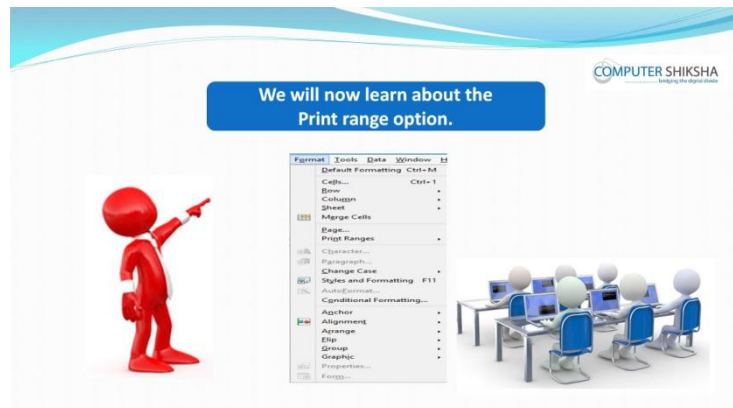
- 149. To stop video time at 22 minute 09 seconds in VLC Media Player.**

Stop video here and ask them to 'merge cells' as shown in video.

Just check whether the students have 'merged the cell' option or not and then play the video again.

- 150. To stop video time at 23 minute 35 seconds in VLC Media Player.**  
Stop video here and ask students to merge the cell as shown in the video.  
Now just check whether they have merged the cell or not and then play the video again.
- 151. To stop video time at 25 minute 00 seconds in VLC Media Player.**  
Stop video here and ask them to change the format of the page as shown in video.  
Just check whether the students have changed the format of the ‘page’ option or not and then play the video again.
- 152. To stop video time at 27 minute 18 seconds in VLC Media Player.**  
Stop video here and ask them to change the format of the page as shown in the video and then play the video again.
- 153. To stop video time at 28 minute 54 seconds in VLC Media Player.**  
Stop video here and ask them to change the ‘orientation’ of the page as shown in the video and then play the video again.
- 154. To stop video time at 33 minute 09 seconds in VLC Media Player.**  
Stop video here and ask them to apply the border on the cell as shown in the video and then play the video again.
- 155. To stop video time at 34 minute 37 seconds in VLC Media Player.**  
Stop video here and ask them to change the background of the cell as shown in the video and then play the video again.
- 156. To stop video time at 36 minute 59 seconds in VLC Media Player.**  
Stop video here and ask them to apply the ‘Header’ as shown in the video.  
Just check whether the students have applied ‘Header’ or Footer’ or not and then play the video again.
- 157. To stop video time at 39 minute 27 seconds in VLC Media Player.**  
Stop video here and ask them to apply the ‘Footer’ as shown in the video.  
Just check whether the students have applied ‘Footer’ or not and then play the video again.

**158. To stop video time at 39 minute 33 seconds in VLC Media Player.**



Now let's start to learn about 'print range'.

**159. To stop video time at 41 minute 04 seconds in VLC Media Player.**

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

**160. To stop video time at 41 minute 46 seconds in VLC Media Player.**

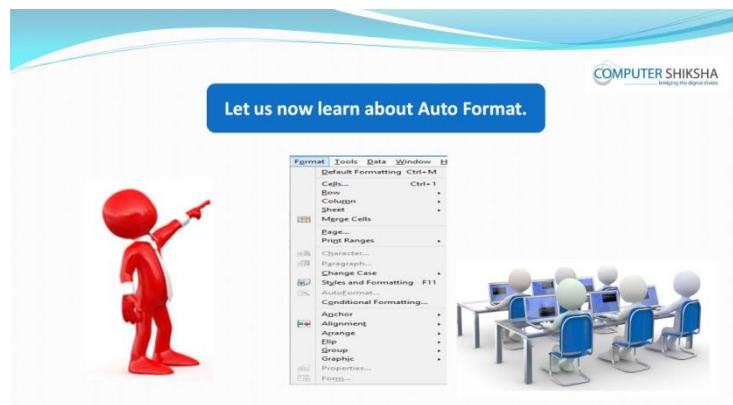
Stop video here and ask students to do as shown in the video and then play the video again.

**161. To stop video time at 43 minute 04 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 'Print range' option or not and then lay the video again.

**162. To stop video time at 43 minute 08 seconds in VLC Media Player.**



Now let's start to learn about 'auto format'.

**163. To stop video time at 44 minute 59 seconds in VLC Media Player.**

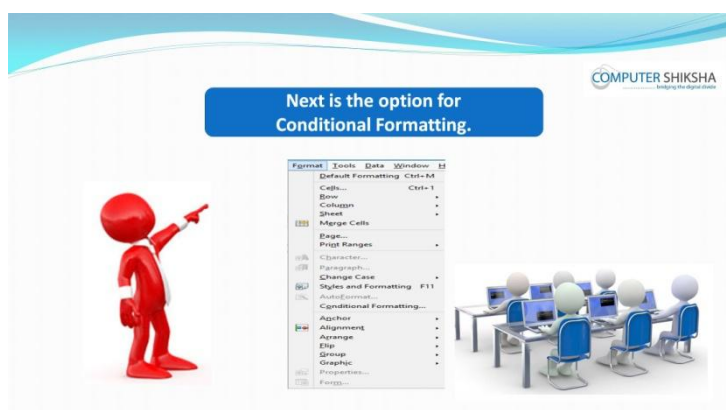
Stop video here and ask them to change the design of the table with help of 'Auto format' as shown in the video.

Just check whether the students have changed the design of table or not and then play the video again.

**164. To stop video time at 45 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to change the design of the table again as shown in the video and then play the video again.

**165. To stop video time at 45 minute 53 seconds in VLC Media Player.**



Now let's start to learn about conditional formatting.

**166. To stop video time at 48 minute 21 seconds in VLC Media Player.**

Stop video here and ask them to use 'conditional formatting' option of format menu as shown in video.

Just check whether the students have used 'conditional formatting' option or not and then play the video again.

**167. To stop video time at 49 minute 49 seconds in VLC Media Player.**

Stop video here and ask them to apply the conditional formatting as shown in the video and then play the video again.

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



Stop video here and ask students to apply pass or fail formula and then play the video.

**169. To stop video time at 51 minute 54 seconds in VLC Media Player.**

Stop video here and ask them to write this formula in their notebook as shown in video.

**170. To stop video time at 51 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to use 'IF formula' as shown in video.

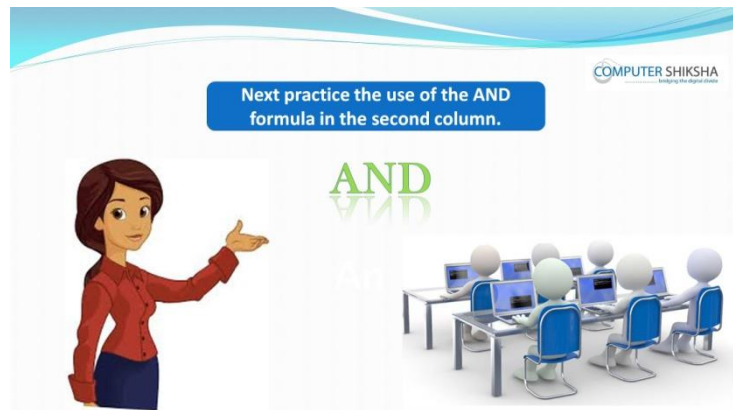
Just check whether the students have used 'IF formula' or not and then play the video again.

**171. To stop video time at 52 minute 30 seconds in VLC Media Player.**

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

Just check whether the students have used 'IF formula' or not and then play the video again.

**172. To stop video time at 52 minute 41 seconds in VLC Media Player.**



Stop video here and ask them use 'AND' formula and then play the video again.

**173. To stop video time at 54 minute 13 seconds in VLC Media Player.**

Stop video here and ask them to write this formula in their notebook as shown in video.

**174. To stop video time at 55 minute 52 seconds in VLC Media Player.**

Stop video here and ask them to use 'AND formula' as shown in video.

Just check whether the students have used 'AND formula' or not and then play the video again.

**175. To stop video time at 56 minute 57 seconds in VLC Media Player.**

Stop video here and ask them to use 'AND formula' as shown in video.

Just check whether the students have used 'AND formula' or not and then play the video again.

**176. To stop video time at 56 minute 45 seconds in VLC Media Player.**



Stop video here and ask them to use 'OR' formula and then play the video again.

**177. To stop video time at 58 minute 21 seconds in VLC Media Player.**

Stop video here and ask them to use 'OR formula' as shown in video.  
Just check whether the students have used 'OR formula' or not and then play the video again.

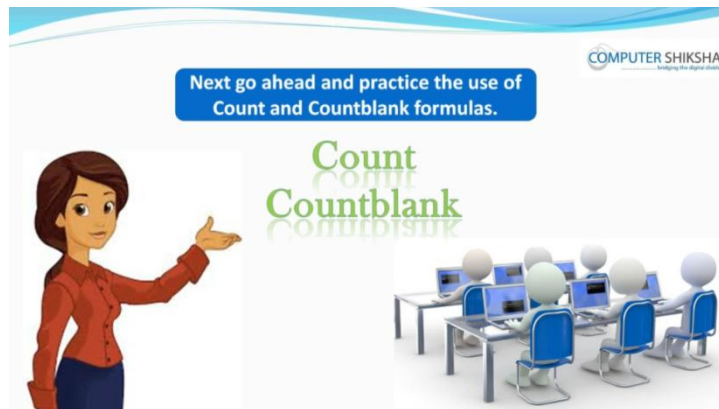
**178. To stop video time at 1hours 00 minute 32 seconds in VLC Media Player.**

Stop video here and ask them to use 'OR formula' as shown in video.  
Just check whether the students have used 'OR formula' or not and then play the video again.

**179. To stop video time at 1 hours 01 minute 29 seconds in VLC Media Player.**

Stop video here and ask them to write this formula in their notebook as shown in video.

**180. To stop video time at 1hours 00 minute 42 seconds in VLC Media Player.**



Stop video here and ask them to use 'COUNT formula' as shown in video.  
Just check whether the students have used 'COUNT formula' or not and then play the video again.

**181. To stop video time at 1hours 02 minute 50 seconds in VLC Media Player.**

Stop video here and ask them to use 'COUNT formula' as shown in video.

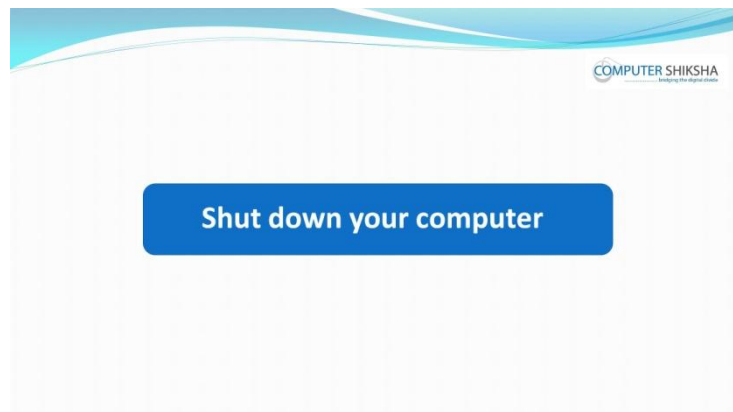
Just check whether the students have used 'COUNT formula' or not and then play the video again.

**182. To stop video time at 1hours 03 minute 53 seconds in VLC Media Player.**

Stop video here and ask them to use 'COUNTBLANK formula' as shown in video.

Just check whether the students have used 'COUNTBLANK formula' or not and then play the video again.

**183. To stop video time at 1hours 04 minute 03 seconds in VLC Media Player.**



Stop video here and ask them to save their file and then close it as shown in video.

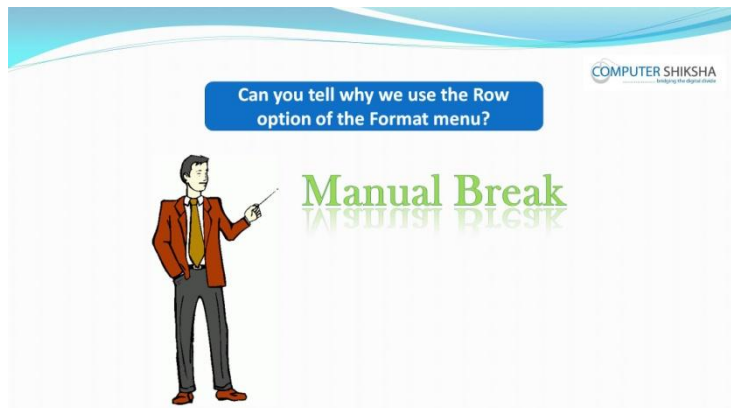
## Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 8

### Summaries

- ✓ Make a table
- ✓ About ODD and ISODD formula.
- ✓ About EVEN and ISEVEN formula.
- ✓ About FACT and MOD formula.
- ✓ About PI, POWER and ROUND formula.
- ✓ About SQUARE ROOT, AVERAGE, and COUNT formula.
- ✓ How to close your calc/spreadsheet file?
- ✓ How to shut down computer?

Now let's start video.

#### 184. To stop video time at 23 seconds in VLC Media Player.



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

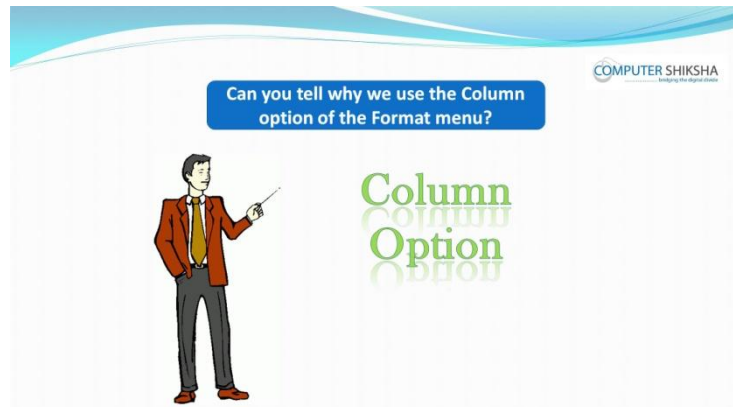
#### 185. To stop video time at 41 seconds in VLC Media Player.



Stop video here and ask them why we use 'Print range' option of format menu ?

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

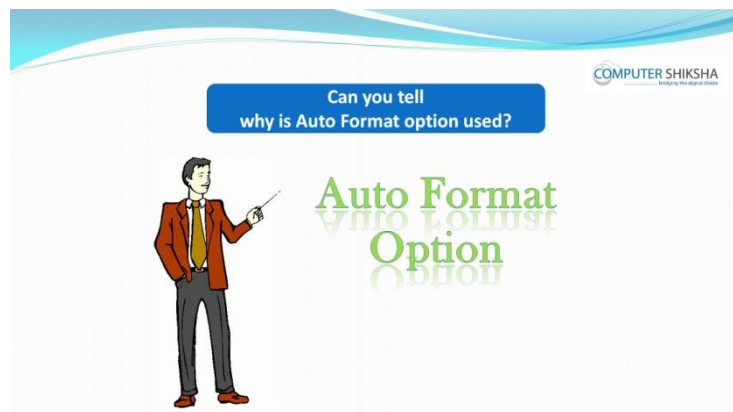
**186. To stop video time at 59 seconds in VLC Media Player.**



Stop video here and ask if they know why we use 'column' option of format menu?

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

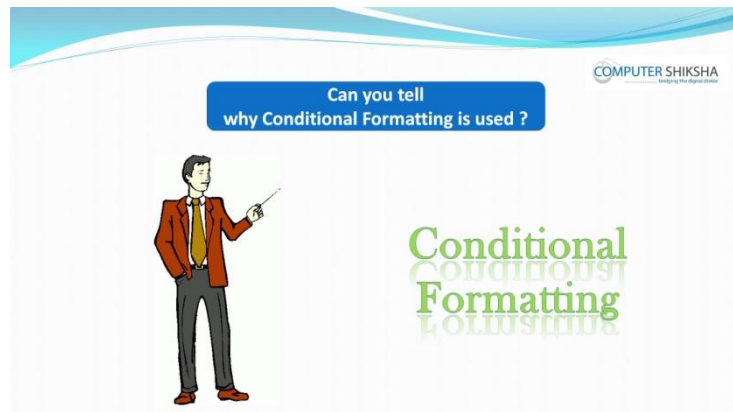
**187. To stop video time at 1 minute 16 seconds in VLC Media Player.**



Stop video here and ask if they know why we use 'auto format' option of format menu?

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

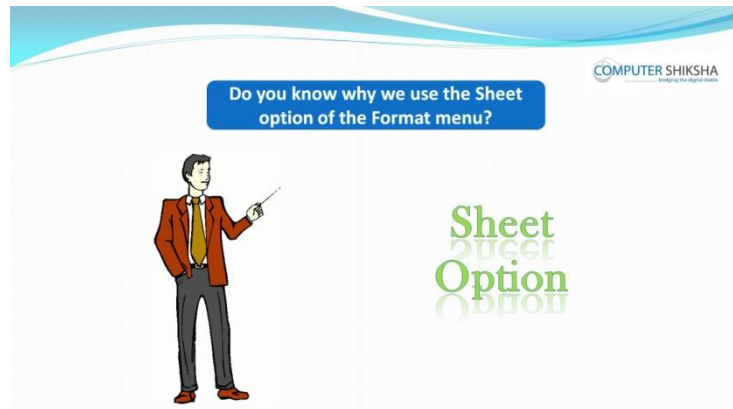
**188. To stop video time at 1 minute 37 seconds in VLC Media Player.**



Stop video here and ask them why we use ‘conditional formatting’ option of format menu?

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

**189. To stop video time at 1 minute 53 seconds in VLC Media Player.**



Stop video here and ask if they know why we use ‘sheet’ option of format menu?

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

**190. To stop video time at 3 minute 34 seconds in VLC Media Player.**

Stop video here and ask to press ‘window + R’ button as shown in video and then play the video again.

**191. To stop video time at 4 minute 00 seconds in VLC Media Player.**

Stop video here and ask them to type ‘calc’ in run box and then click on ok button or enter button as shown in video.

Just check and ask if they have opened ‘spreadsheet/calc’ file or not?

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



Stop video here and ask students what will we learn today?  
Just listen to the answers and play the video again.

**193. To stop video time at 4 minute 58 seconds in VLC Media Player.**

	A	B	C	D	E
1	Name	English	Hindi	Math	Total
2	A	85	97	98	280
3	B	98	98	45	241
4	C	68	58	78	204
5	D	75	75	98	248
6	E	59	77	89	225

Stop video here and ask them to make this table as shown in video.  
Just check and ask them if they have made this table?

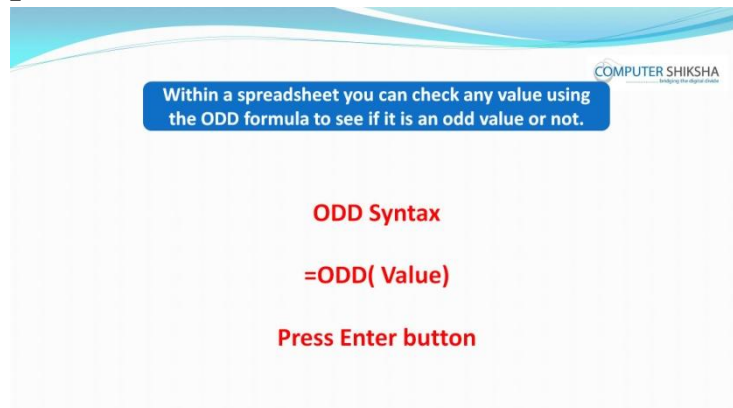
**194. To stop video time at 5 minute 5 seconds in VLC Media Player.**



Stop video here and ask if they can tell why the 'ODD' formula is used?

Just listen to the answers and play the video again.

**195. To stop video time at 5 minute 18 seconds in VLC Media Player.**



Stop video here and ask students to type the 'ODD' formula in their notebook as shown in the video and then play the video again.

**196. To stop video time at 6 minute 26 seconds in VLC Media Player.**

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

**197. To stop video time at 7 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 'ODD' formula or not and then play the video again.

**198. To stop video time at 8 minute 01 seconds in VLC Media Player.**

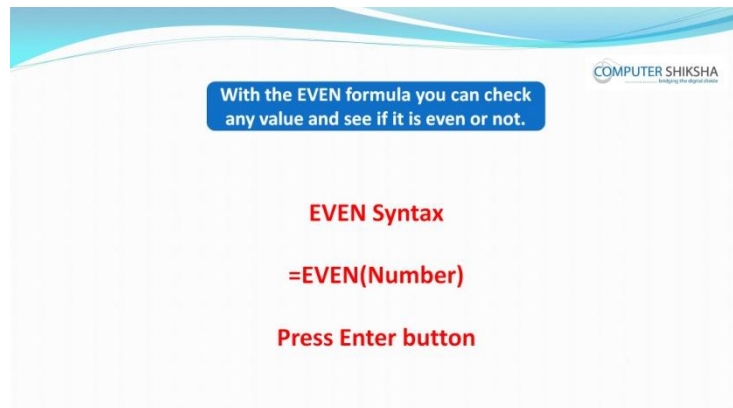
Stop video here and ask students to apply 'ISODD' formula as shown in the video and then play the video again.

**199. To stop video time at 9 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 used 'ISODD' formula or not and then play the video again.

**200. To stop video time at 9 minute 27 seconds in VLC Media Player.**



Stop video here and ask students to type the 'EVEN' formula in their notebook as shown in the video and then play the video again.

**201. To stop video time at 10 minute 40 seconds in VLC Media Player.**

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

**202. To stop video time at 11 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.

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

**203. To stop video time at 12 minute 32 seconds in VLC Media Player.**

Stop video here and ask them to use 'IS EVEN' formula option as shown in video.

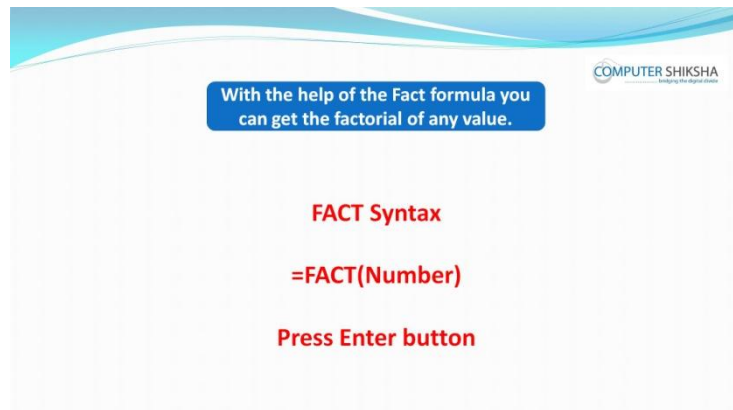
Just check whether the students have used 'IS EVEN' formula or not and then play the video again.

**204. To stop video time at 14 minute 12 seconds in VLC Media Player.**

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

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

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



Stop video here and ask students to type the 'FACT' formula in their notebook which shown in the video and then play the video again.

**206. To stop video time at 15 minute 50 seconds in VLC Media Player.**

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

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

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

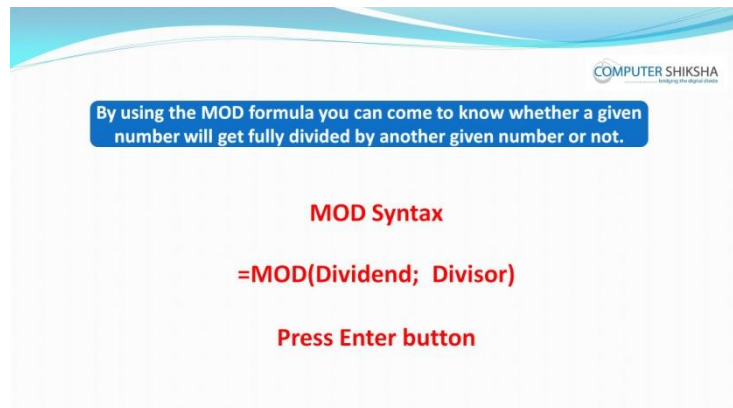
**208. To stop video time at 19 minute 57 seconds in VLC Media Player.**

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

**209. To stop video time at 22 minute 03 seconds in VLC Media Player.**

Stop video here and ask them to use 'FACT' formula option as shown in video. Just check whether the students have used 'FACT' formula or not and then play the video again.

**210. To stop video time at 22 minute 20 seconds in VLC Media Player.**



Stop video here and ask them to write this formula in their notebook as shown in video.

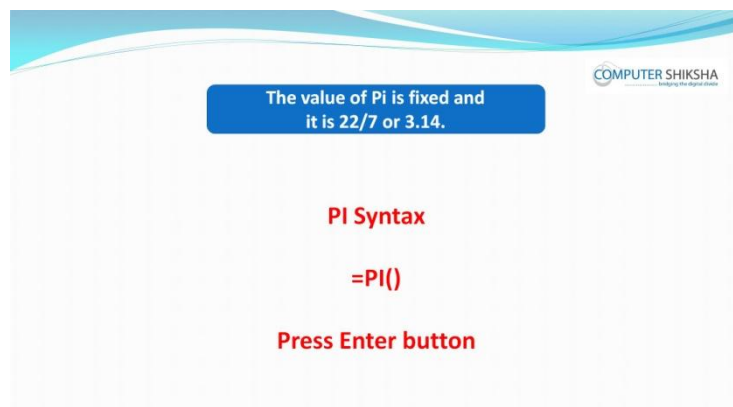
**211. To stop video time at 23 minute 55 seconds in VLC Media Player.**

Stop video here and ask them to use 'MOD' formula as shown in video.  
Just check whether the students have used 'MOD' formula or not and then play the video again.

**212. To stop video time at 25 minute 34 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in the video.  
Just check whether the students have used 'MOD' formula or not and then play the video again.

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

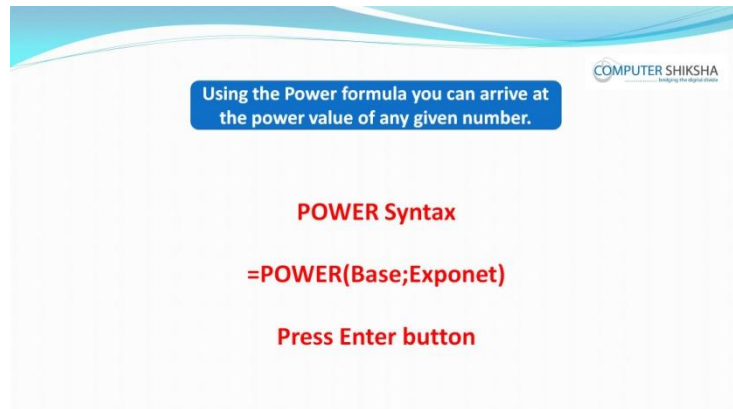


Stop video here and ask if they know why we use 'PI' formula?  
Just listen to the answers and play the video again.

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

Stop video here and ask them to use 'PI' formula option as shown in video.  
Just check whether the students have used 'PI' formula or not and then play the video again.

**215. To stop video time at 27 minute 37 seconds in VLC Media Player.**



Stop video here and ask them to write 'POWER' formula in their notebook as shown in video.

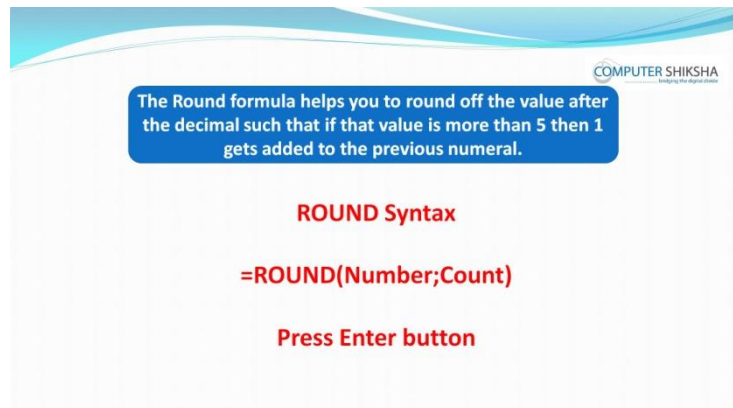
**216. To stop video time at 29 minute 12 seconds in VLC Media Player.**

Stop video here and ask them to use 'POWER' formula option as shown in video.  
Just check whether the students have used 'POWER' formula or not and then play the video again.

**217. To stop video time at 33 minute 34 seconds in VLC Media Player.**

Stop video here and ask them to do as shown in the video.  
Just check whether the students have used 'POWER' formula or not and then play the video again.

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



Stop video here and ask them to write 'ROUND' formula in your notebook as shown in video.

**219. To stop video time at 34 minute 43 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.

**220. To stop video time at 35 minute 36 seconds in VLC Media Player.**

Stop video here and ask them to use 'ROUND' formula option as shown in video.

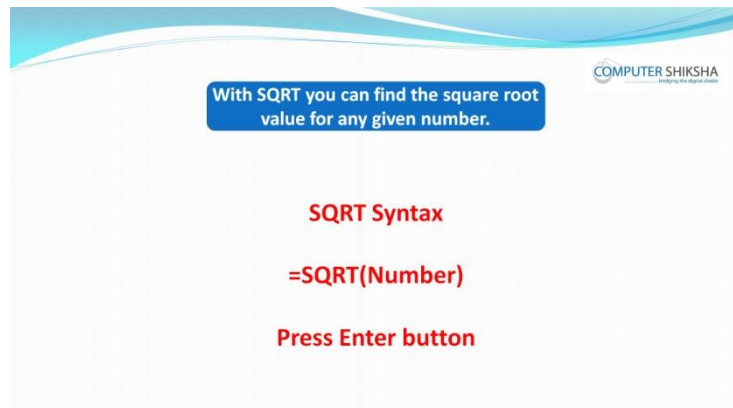
Just check whether the students have used 'ROUND' formula or not and then play the video again.

**221. To stop video time at 37 minute 37 seconds in VLC Media Player.**

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

Just check whether the students have used 'ROUND' formula or not and then play the video again.

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



Stop video here and ask them to write 'SQRT' formula in your notebook as shown in video.

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

Stop video here and ask them to use 'SQUARE ROOT' formula option as shown in video.

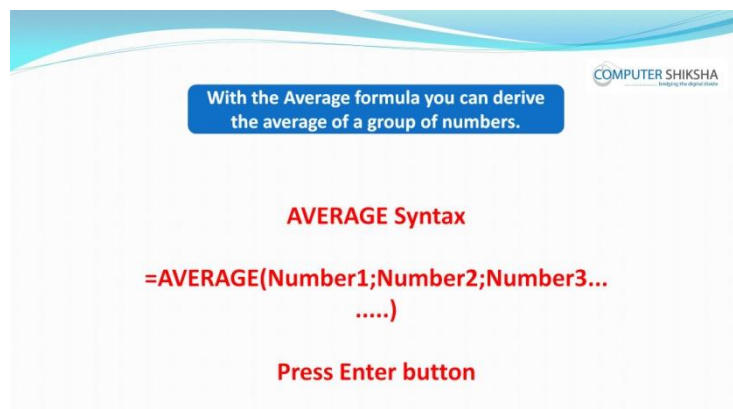
Just check whether the students have used 'SQUARE ROOT' formula or not and then play the video again.

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

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

Just check whether the students have used 'SQUARE ROOT' formula or not and then play the video again.

**225. To stop video time at 40 minute 43 seconds in VLC Media Player.**



Stop video here and ask them how to find 'average' value?

Just listen to the answers and play the video again.

**226. To stop video time at 42 minute 22 seconds in VLC Media Player.**

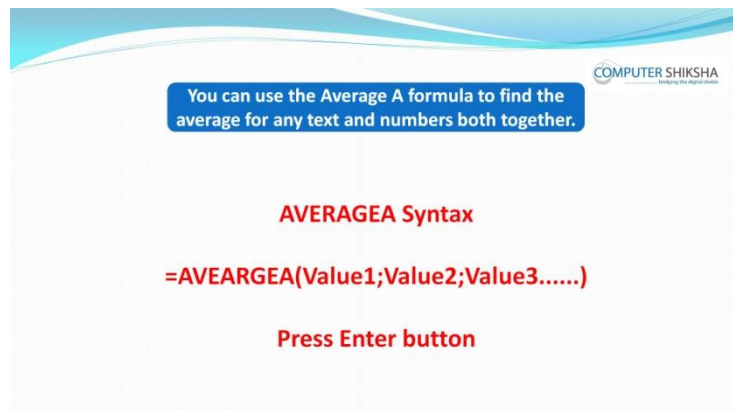
Stop video here and ask them to find the average number with help of 'AVERAGE' formula option as shown in video.

Just check whether the students have used 'AVERAGE' formula or not and then play the video again.

**227. 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 and then play the video again.

**228. To stop video time at 43 minute 49 seconds in VLC Media Player.**



Stop video here and ask them to write 'AVERAGEA' formula in their notebook as shown in video.

**229. To stop video time at 46 minute 07 seconds in VLC Media Player.**

Stop video here and ask them to use 'AVERAGEA' formula option as shown in video.

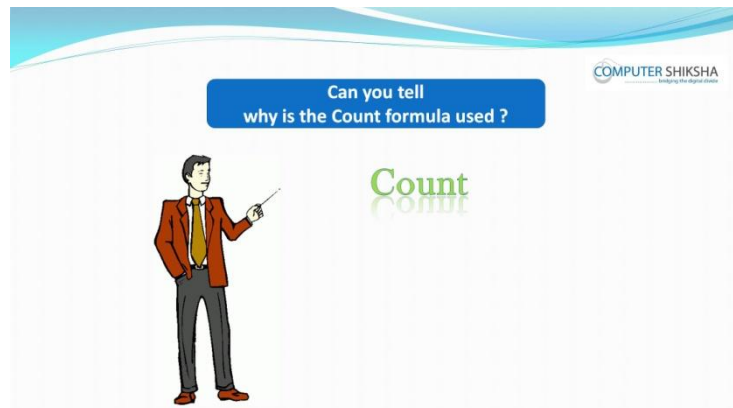
Just check whether the students have used 'AVERAGEA' formula or not and then play the video again.

**230. To stop video time at 47 minute 30 seconds in VLC Media Player.**

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

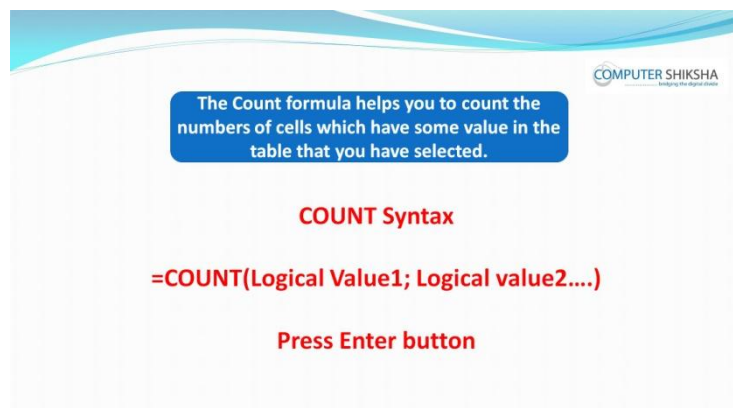
Now just check whether they have used 'AVERAGEA' formula or not and then play the video again.

**231. To stop video time at 47 minute 40 seconds in VLC Media Player.**



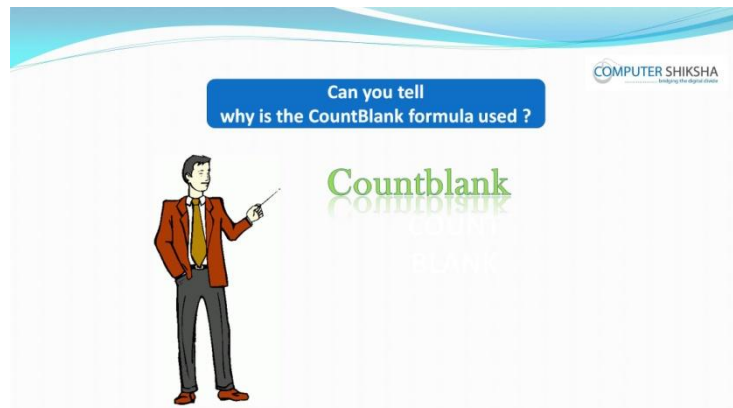
Stop video here and ask if they can tell why we use 'COUNT' formula?  
Just listen to the answers and play the video again.

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



Stop video here and ask them to write 'COUTA' formula in their notebook as shown in video.

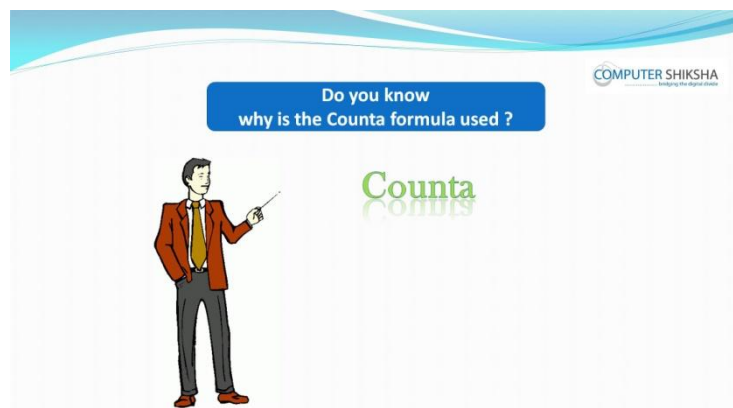
**233. To stop video time at 48 minute 03 seconds in VLC Media Player.**



Stop video here and ask if they can tell why the 'COUNTBLANK' formula is used?

Just listen to the answers and play the video again.

**234. To stop video time at 48 minute 03 seconds in VLC Media Player.**



Stop video here and ask if they can tell why the 'COUNT' formula is used?

Just listen to the answers and play the video again.

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

Stop video here and ask them to use 'COUNT A' formula option as shown in video.

Just check whether the students have used 'COUNT A' formula or not and then play the video again.

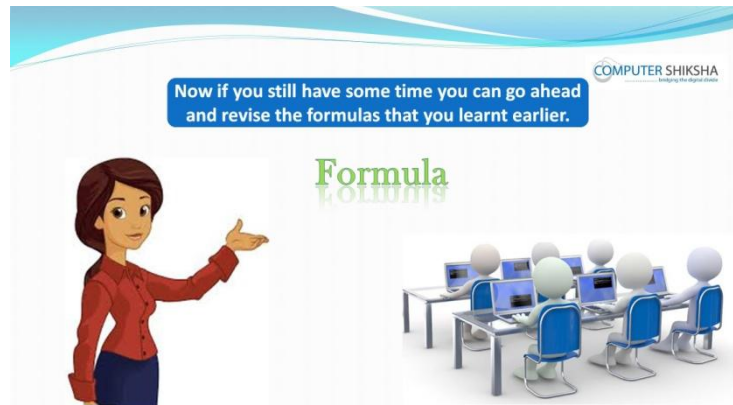
**236. To stop video time at 50 minute 48 seconds in VLC Media Player.**

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

**237. To stop video time at 51 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.

**238. To stop video time at 51 minute 34 seconds in VLC Media Player.**



Stop video here and ask students to revise the previous class's formula and then play the video again.

**239. To stop video time at 51 minute 42 seconds in VLC Media Player.**



Stop video here and ask them to now save their file and then close it as shown in video.

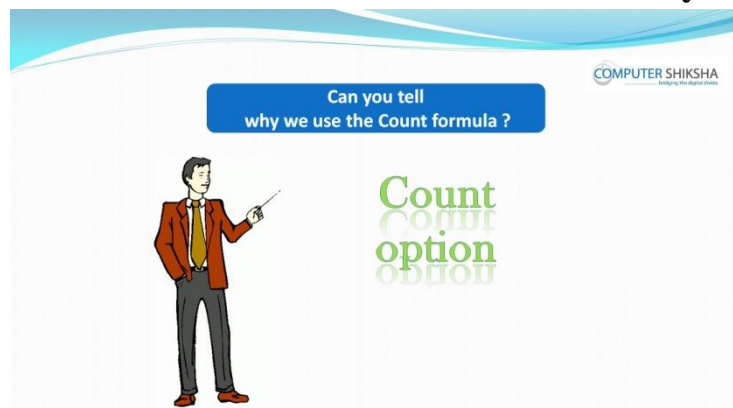
## Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 9

### Summaries

- ✓ Make a table.
- ✓ Why we use data menu option?
- ✓ How to use define range?
- ✓ What is select range?
- ✓ What is short option?
- ✓ What is use of filter?
- ✓ Why we use subtotal?
- ✓ What is validity?
- ✓ What is text to column?
- ✓ You will learn some new formulae (now, today, month, day and year)
- ✓ How to close your calc/spreadsheet file?
- ✓ How to shut down computer.

Now let's start video.

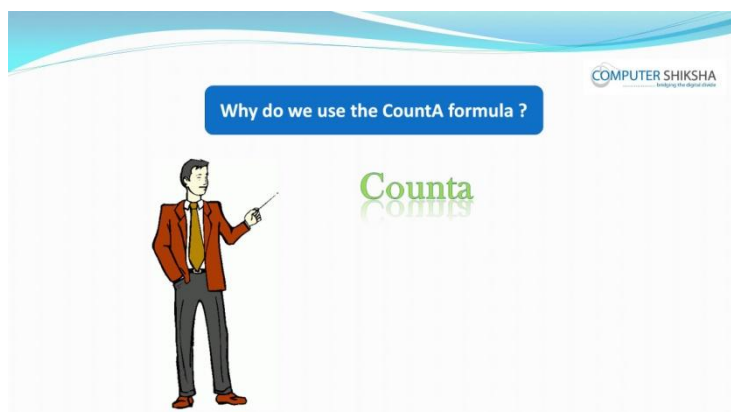
#### **240. To stop video time at 18 seconds in VLC Media Player.**



Stop video here and ask them if they know why we use 'COUNT' formula?

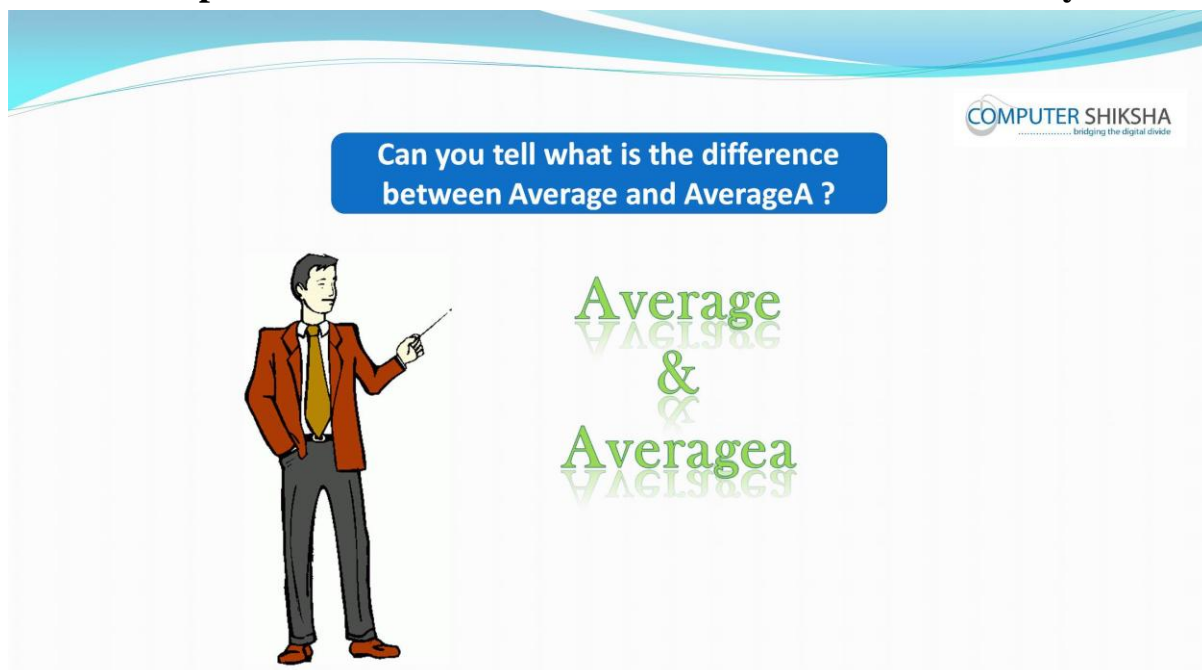
Just listen to the answers and play the video again for the correct answer.

#### **241. To stop video time at 47 seconds in VLC Media Player.**



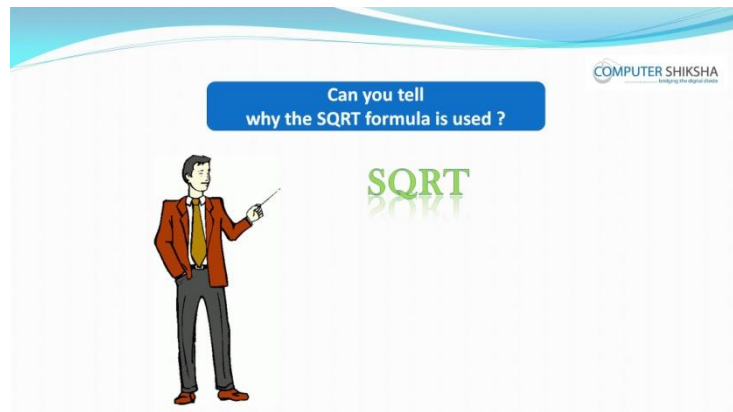
Stop video here and ask them why we use 'COUNT A' formula?  
Just listen to the answers and play the video again for the correct answer.

**242. To stop video time at 1 minute 03 seconds in VLC Media Player.**



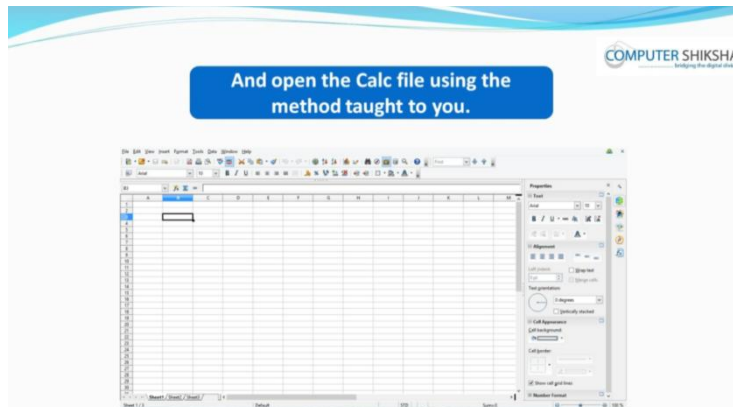
Stop video here and ask if they know the differences between 'AVERAGE' and AVERAGEA' formula?  
Just listen to the answers and play the video again for the correct answer.

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



Stop video here and ask them why do we use ‘SQUARE ROOT’ formula?  
Just listen to the answers and play the video again for the correct answer.

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



Stop video here and ask them to open your calc file.  
Just check if they have opened calc file or not and play the video again.

**245. To stop video time at 2 minute 55 seconds in VLC Media Player.**



Stop video here and ask them what will we learn today?

Just listen to the answers and play the video again.

**246. To stop video time at 3 minute 09 seconds in VLC Media Player.**

COMPUTER SHIKSHA

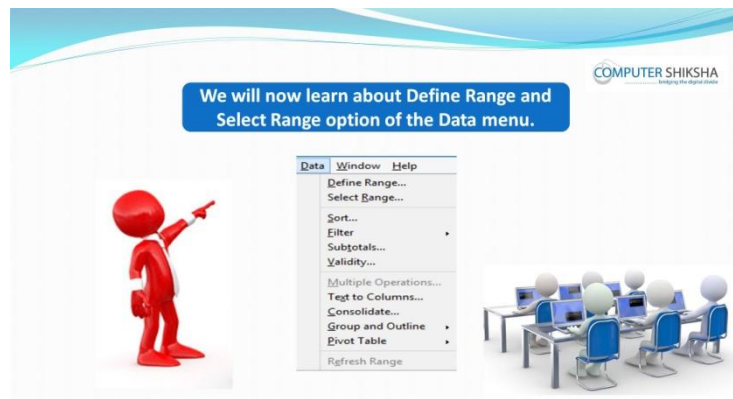
All of you make the table being shown to you or open your old sheet.

1	Name	Class	Present	Leave	total days
2	Sameer	VIII	30	1	31
3	Vikas	VIII	31	0	31
4	Rahul	VIII	27	4	31
5	Vinay	VIII	26	5	31
6	Ajay	VIII	28	3	31
7	Pankaj	VIII	29	2	31
8	Saurabh	VIII	30	1	31

Stop video here and ask them to make this table as shown in video.

Just check and ask them if they have made this table?

**247. To stop video time at 3 minute 16 seconds in VLC Media Player.**



Now let's start to learn about 'Define Range and Select Range' option.

**248. To stop video time at 4 minute 32 seconds in VLC Media Player.**

Stop video here and ask them to define the first column as shown in the video and then play the video again.

**249. To stop video time at 6 minute 08 seconds in VLC Media Player.**

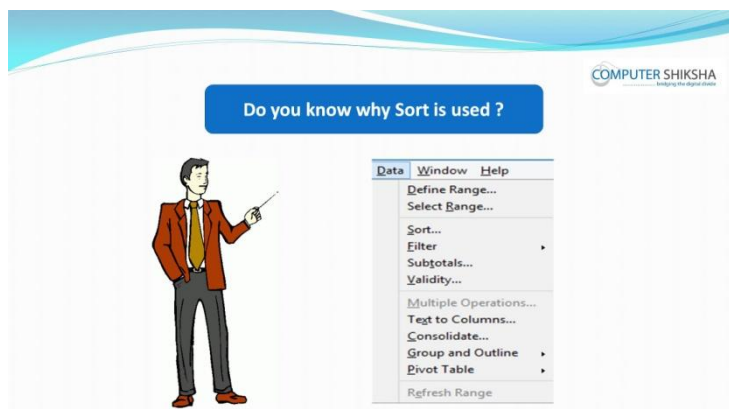
Stop video here and ask them to define the entire column as shown in the video. Now just check whether they have defined the entire column or not and then play the video again.

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

Stop video here and ask them to use the ‘Define and Select’ range as shown in the video.

Now just check whether they have used the ‘Define and Select range’ or not and then play the video again.

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



Stop video here and ask if they know why we use ‘short’ option?

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

**252. To stop video time at 9 minute 55 seconds in VLC Media Player.**

Stop video here and ask them to arrange the name column in ascending order as shown in video and then play the video again.

**253. To stop video time at 11 minute 38 seconds in VLC Media Player.**

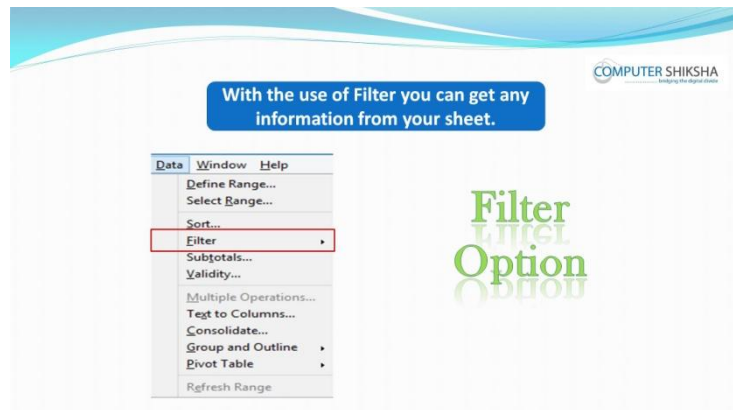
Stop video here and ask them to arrange the number in ascending order as shown in video and then play the video again.

**254. To stop video time at 12 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 used the ‘Sort’ option and then play the video again.

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



Now let's start to learn about 'filter' option.

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

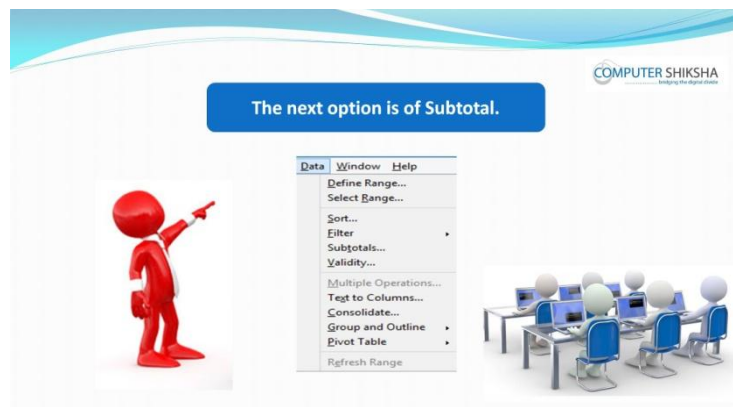
Stop video here and ask students to apply 'Filter' option as shown in the video and then play the video again.

**257. To stop video time at 15 minute 58 seconds in VLC Media Player.**

Stop video here and ask them to use 'auto filter' of filter option as shown in video.

Just check whether the students have used 'auto filter' of filter option or not and then play the video again.

**258. To stop video time at 16 minute 01 seconds in VLC Media Player.**



Now let's start to learn about 'subtotal' option.

**259. To stop video time at 17 minute 47 seconds in VLC Media Player.**

Stop video here and ask students to use 'Subtotal' option as shown in the video and then play the video again

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

Stop video here and ask them to use ‘subtotal’ option as shown in video.  
Just check whether the students have used ‘subtotal’ option or not and then play the video again.

**261. To stop video time at 20 minute 24 seconds in VLC Media Player.**



Now let's start to learn about ‘validity’ option.

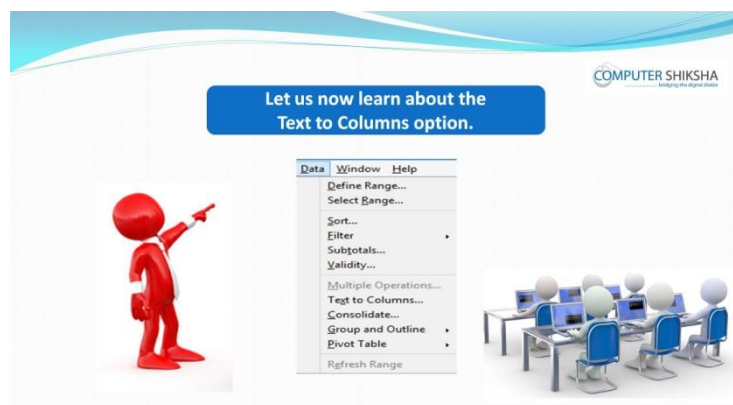
**262. To stop video time at 22 minute 51 seconds in VLC Media Player.**

Stop video here and ask them to use ‘validity’ option as shown in video.  
Just check whether the students have used ‘validity’ option or not and then play the video again.

**263. To stop video time at 26 minute 56 seconds in VLC Media Player.**

Stop video here and ask them to use ‘validity’ option as shown in video.  
Just check whether the students have used ‘validity’ option or not and then play the video again.

**264. To stop video time at 27 minute 02 seconds in VLC Media Player.**



Now let's start to learn about ‘Text to column’ option.

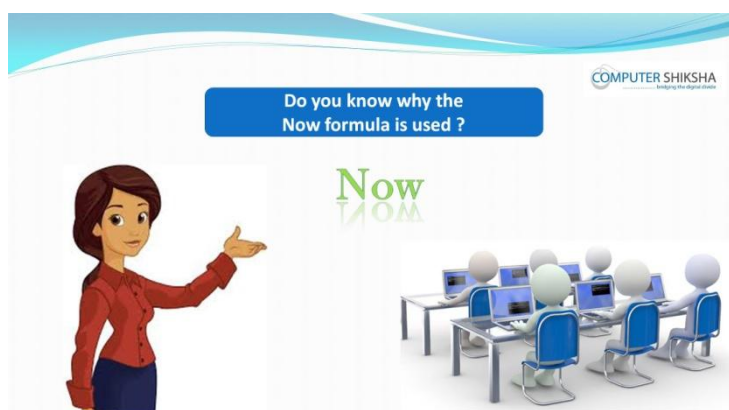
**265. To stop video time at 29 minute 29 seconds in VLC Media Player.**

Stop video here and ask them to use 'text to column' option as shown in video. Just check whether the students have used 'text to column' option or not and then play the video again.

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

Stop video here and ask them to use 'text to column' option as shown in video. Just check whether the students have used 'text to column' option or not and then play the video again.

**267. To stop video time at 33 minute 06 seconds in VLC Media Player.**



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

**268. To stop video time at 33 minute 21 seconds in VLC Media Player.**

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

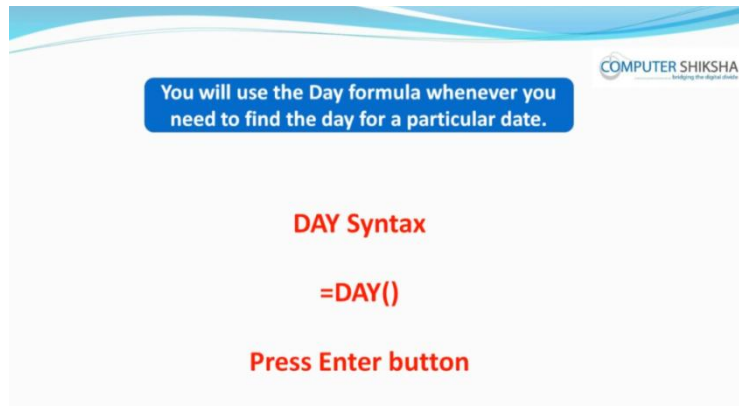
**269. To stop video time at 34 minute 26 seconds in VLC Media Player.**

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

**270. To stop video time at 34 minute 26 seconds in VLC Media Player.**

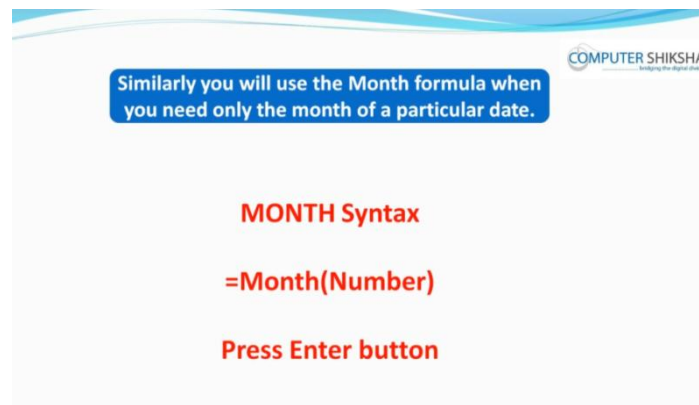
Stop video here and ask students to apply 'TODAY' formula as shown in the video and then play the video again.

**271. To stop video time at 35 minute 57 seconds in VLC Media Player.**



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

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



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

**273. To stop video time at 37 minute 36 seconds in VLC Media Player.**

Stop video here and ask them to use 'MONTH' formula option as shown in video.

Just check whether the students have used 'MONTH' formula or not and then play the video again.

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

Stop video here and ask them to use 'DAY' formula option as shown in video. Just check whether the students have used 'DAY' formula or not and then play the video again.

**275. To stop video time at 39 minute 44 seconds in VLC Media Player.**

Stop video here and ask them to use 'YEAR' formula option as shown in video. Just check whether the students have used 'YEAR' formula or not and then play the video again.

**276. To stop video time at 41 minute 54 seconds in VLC Media Player.**

Stop video here and ask students to find the average value by using the 'AVERAGE' formula as shown in the video and then play the video again.

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

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

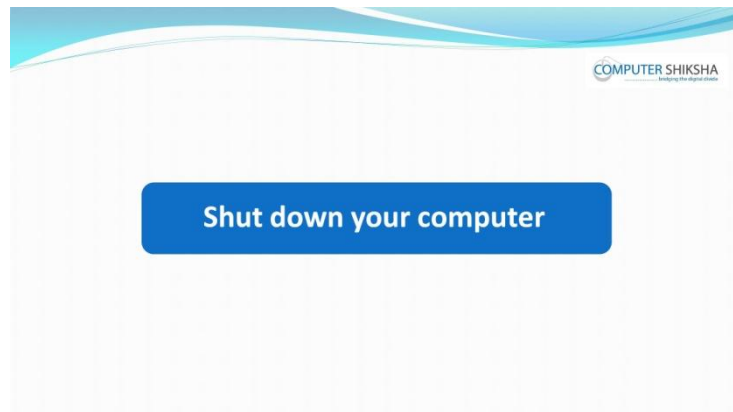
**278. To stop video time at 44 minute 40 seconds in VLC Media Player.**

Stop video here and ask students to find the average value by using the 'AVERAGEA' formula as shown in the video and then play the video again.

**279. To stop video time at 46 minute 06 seconds in VLC Media Player.**

Stop video here and ask students to practice 'COUNTA' and 'SQRT' formula as shown in the video and then play the video again.

**280. To stop video time at 46 minute 15 seconds in VLC Media Player.**



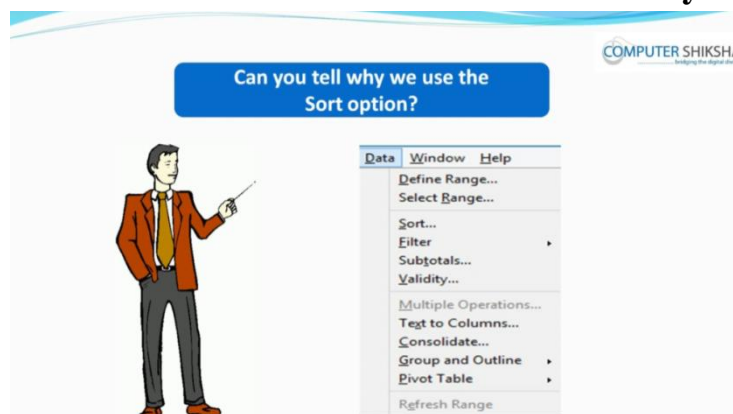
Stop video here and ask them to save their file and then close it as shown in video.

## Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 10 Summaries

- ✓ Make a table.
- ✓ Why we use window menu option?
- ✓ What is use of new window option?
- ✓ What is use of close window option?
- ✓ What is split option?
- ✓ What is use of freeze option?
- ✓ You will learn some new formulae (char, concatenate, exact, left, mid, etc., )
- ✓ How to close your calc/spreadsheet file?
- ✓ How to shut down computer.

Now let's start video.

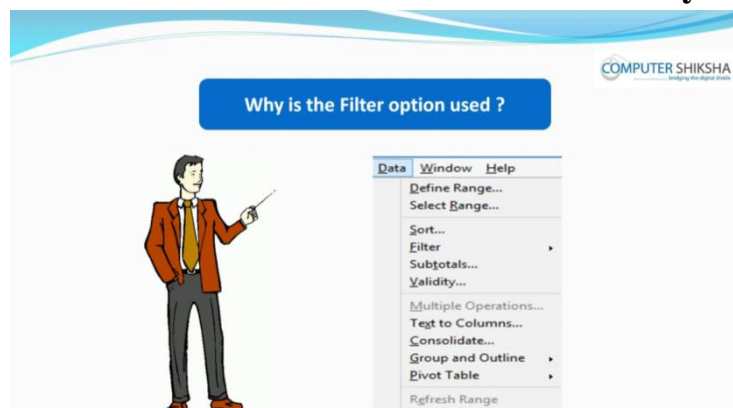
### 281. To stop video time at 21 seconds in VLC Media Player.



Stop video here and ask if they know why we use 'sort' option?

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

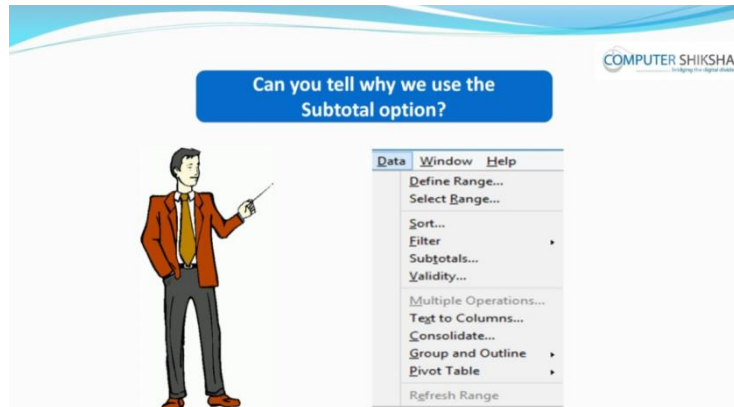
### 282. To stop video time at 33 seconds in VLC Media Player.



Stop video here and ask why we use ‘filter’ option?

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

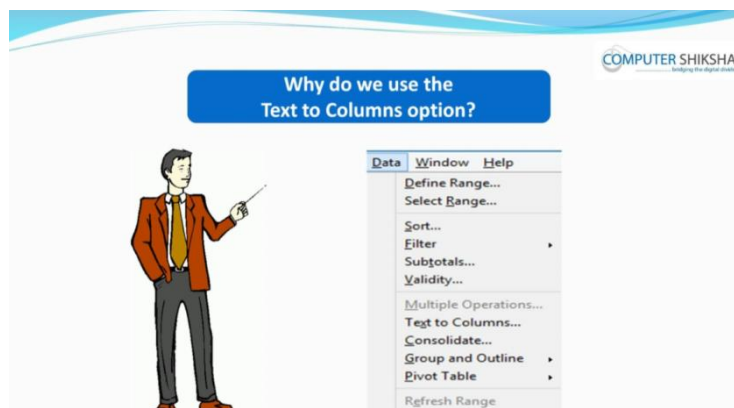
**283. To stop video time at 46 seconds in VLC Media Player.**



Stop video here and ask them why we use ‘subtotal’ option?

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

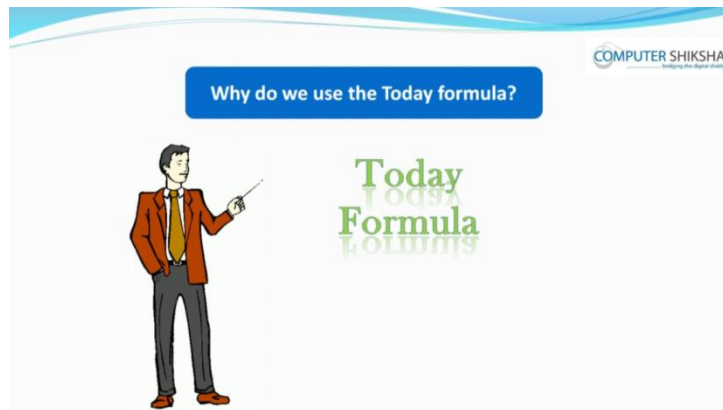
**284. To stop video time at 1 minute 08 seconds in VLC Media Player.**



Stop video here and ask them why we use ‘text to column’ option?

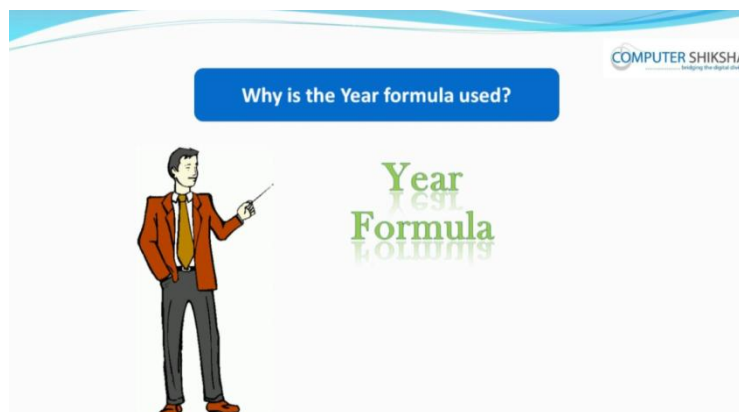
Just listen to the answers and play the video again for the correct answer.

**285. To stop video time at 1 minute 29 seconds in VLC Media Player.**



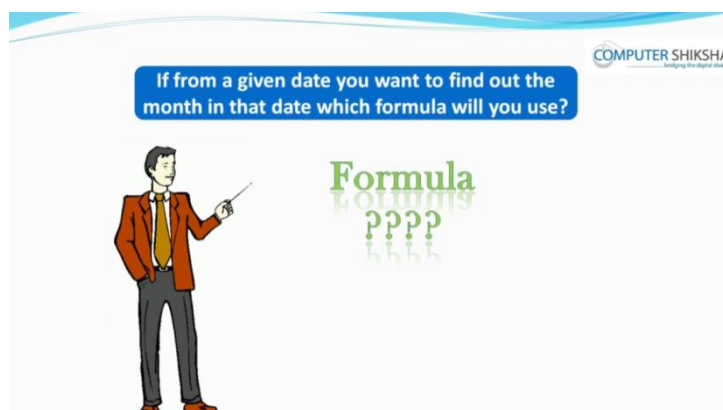
Stop video here and ask them if they know why we use 'TODAY' formula?  
Just listen to the answers and play the video again for the correct answer.

**286. To stop video time at 1 minute 44 seconds in VLC Media Player.**



Stop video here and ask them why we use 'YEAR' formula?  
Just listen to the answers and play the video again for the correct answer.

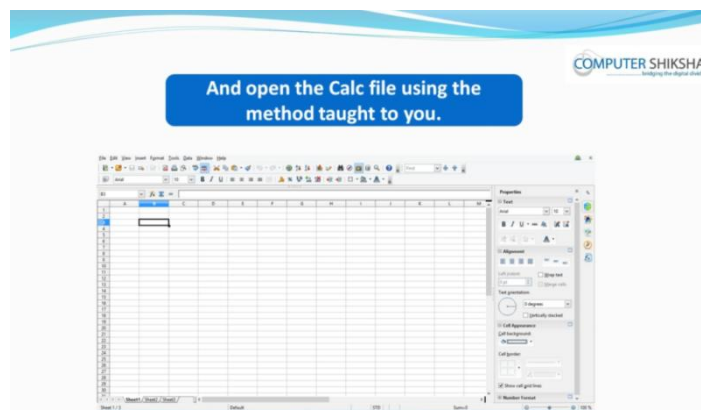
**287. To stop video time at 2 minute 00 seconds in VLC Media Player.**



Stop video here and ask them which formula will be used for knowing the month in the given date?

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

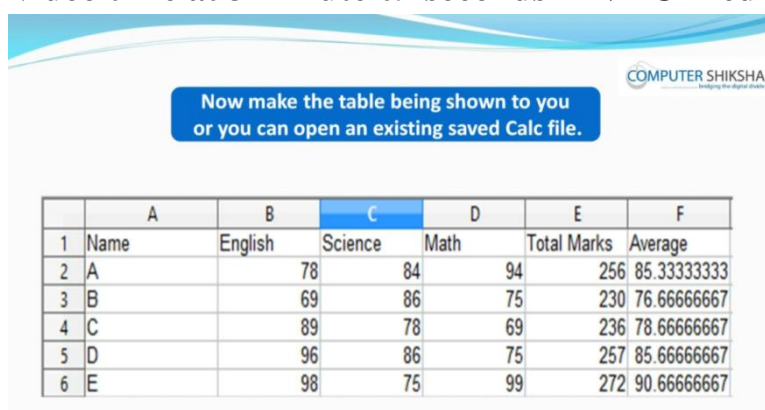
**288. To stop video time at 2 minute 18 seconds in VLC Media Player.**



Stop video here and ask them to open their calc file.

Just check if they have opened calc file or not and then play the video again.

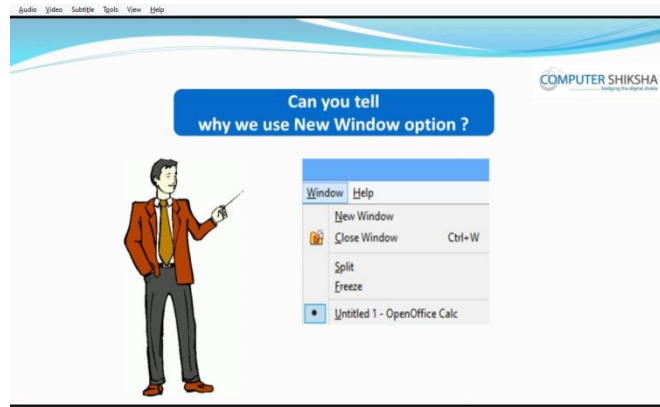
**289. To stop video time at 3 minute 09 seconds in VLC Media Player.**



Stop video here and ask them to make this table as shown in video.

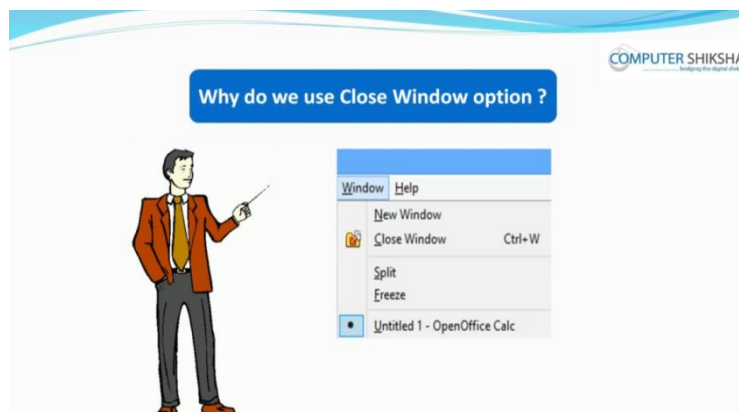
Just check and ask if they have made this table?

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



Stop video here and ask them why do we use ‘new window’ option ?  
Just listen to the answers and play the video again.

**291. To stop video time at 3 minute 26 seconds in VLC Media Player.**



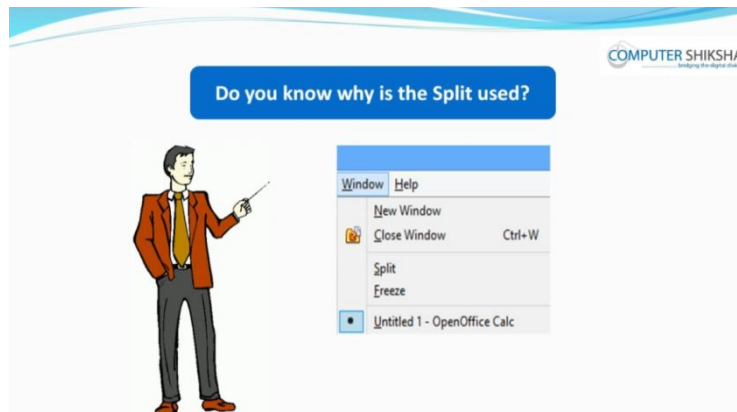
Stop video here and ask them why do we use ‘close window’ option?  
Just listen to the answers and play the video again.

**292. To stop video time at 4 minute 52 seconds in VLC Media Player.**

Stop video here and ask them to use ‘New window and Close window’ option as shown in video.

Just check whether the students have used ‘new window and close window’ option or not and then play the video again.

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



Stop video here and ask them why do we use 'split window' option?  
Just listen to the answers and play the video again.

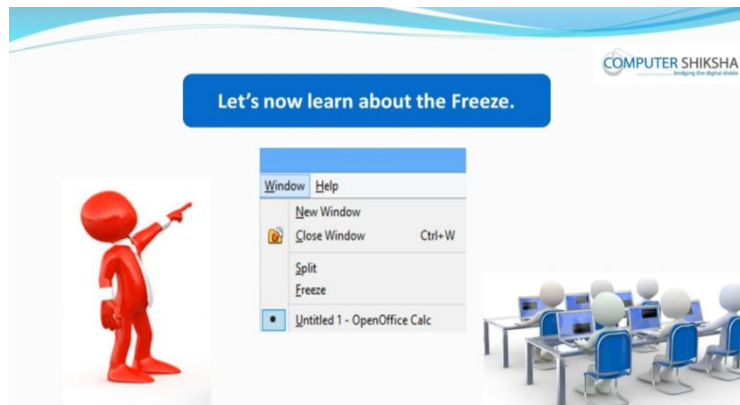
**294. To stop video time at 7 minute 02 seconds in VLC Media Player.**

Stop video here and ask them to use 'split window' option as shown in video.  
Just check whether the students have used 'split window' option or not and then play the video again.

**295. To stop video time at 7 minute 16 seconds in VLC Media Player.**

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

**296. To stop video time at 7 minute 22 seconds in VLC Media Player.**



Now let's start to learn about 'Freeze' option.

**297. To stop video time at 9 minute 01 seconds in VLC Media Player.**

Stop video here and ask them to 'Freeze' row and column option as shown in video.

Just check whether the students have used 'Freeze' option or not and then play the video again.

**298. To stop video time at 10 minute 44 seconds in VLC Media Player.**

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

**299. To stop video time at 11 minute 08 seconds in VLC Media Player.**

Stop video here and ask them to write 'CHAR' formula in their notebook as shown in video.

**300. To stop video time at 12 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to use 'CHAR' formula option as shown in video. Just check whether the students have used 'CHAR' formula or not and then play the video again.

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

Stop video here and ask them do as shown in the video. Just check whether the students have used 'CHAR' formula or not and then play the video again.

**302. To stop video time at 15 minute 23 seconds in VLC Media Player.**



Stop video here and ask them to write 'CONCATENATE' formula in their notebook as shown in video.

**303. To stop video time at 16 minute 31 seconds in VLC Media Player.**

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

**304. To stop video time at 18 minute 39 seconds in VLC Media Player.**

Stop video here and ask them to use 'CONCATENATE' formula option as shown in video.

Just check whether the students have used 'CONCATENATE' formula or not and then play the video again.

**305. To stop video time at 19 minute 21 seconds in VLC Media Player.**

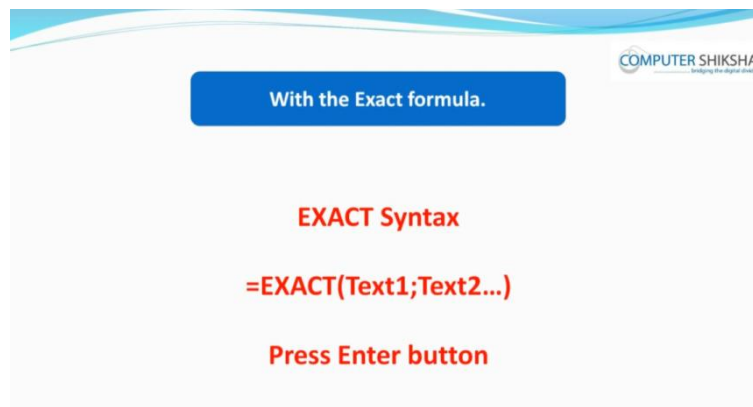
Stop video here and ask them to type as shown in the video and then play the video again.

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

Stop video here and ask them to use again the 'CONCATENATE' formula option as shown in video.

Just check whether the students have used 'CONCATENATE' formula or not and then play the video again.

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



Stop video here and ask them to write 'EXACT' formula in their notebook as shown in video.

**308. To stop video time at 23 minute 27 seconds in VLC Media Player.**

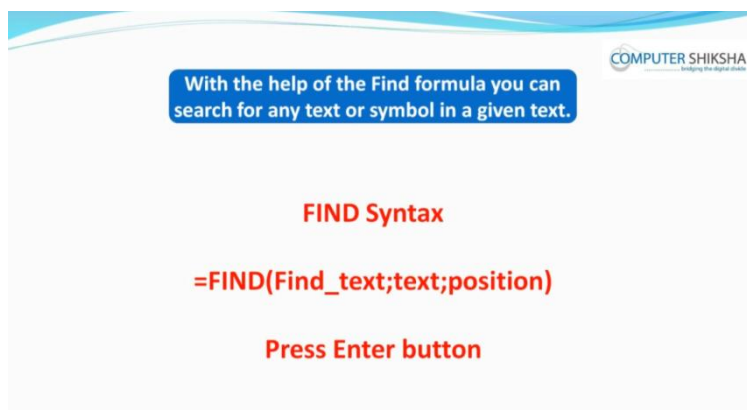
Stop video here and ask them to use 'EXACT' formula option as shown in video and then play the video again.

**309. To stop video time at 26 minute 04 seconds in VLC Media Player.**

Stop video here and ask them to use 'EXACT' formula option as shown in video.

Now Just check whether the students have used 'EXACT' formula or not and then play the video again.

**310. To stop video time at 26 minute 17 seconds in VLC Media Player.**



Stop video here and ask them to write 'FIND' formula in their notebook as shown in video.

**311. To stop video time at 27 minute 48 seconds in VLC Media Player.**

Stop video here and ask them to find the position of 'computer' word with help of 'FIND' formula as shown in video.

Just check whether the students have used 'FIND' formula or not and then play the video again.

**312. To stop video time at 29 minute 41 seconds in VLC Media Player.**

Stop video here and ask to them use 'FIND' formula option as shown in video.

Just check whether the students have used 'FIND' formula or not and then play the video again.

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

Stop video here and ask them to write 'LEFT' formula in their notebook as shown in video.

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

Stop video here and ask them to use 'LEFT' formula option as shown in video. Just check whether the students have used 'LEFT' formula or not and then play the video again.

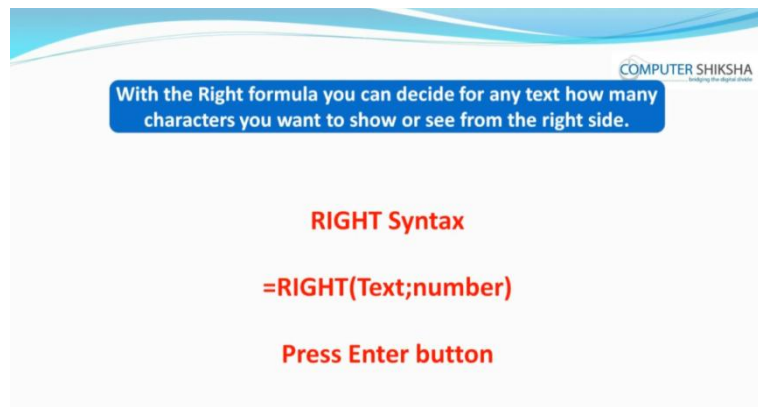
**315. To stop video time at 31 minute 17 seconds in VLC Media Player.**

Stop video here and ask them to use 'LEFT' formula option as shown in video. Just check whether the students have used 'LEFT' formula or not and then play the video again.

**316. To stop video time at 32 minute 57 seconds in VLC Media Player.**

Stop video here and ask students to do as shown in the video. Now Just check whether the students have used 'LEFT' formula or not and then play the video again.

**317. To stop video time at 33 minute 12 seconds in VLC Media Player.**



Stop video here and ask them to write this formula in their notebook as shown in video.

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

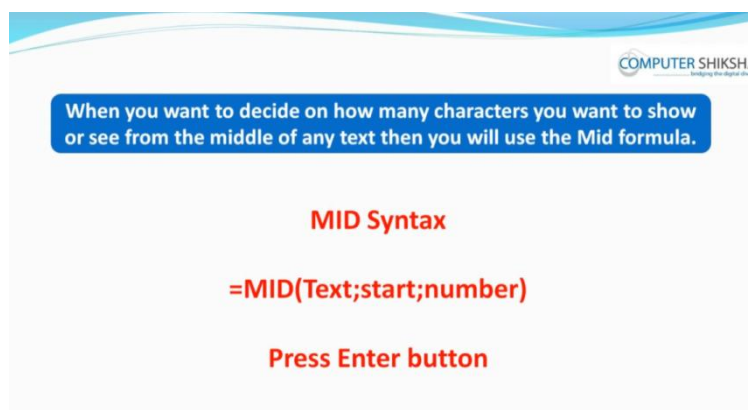
Stop video here and ask them to use 'RIGHT' formula as shown in video and then play the video again.

**319. To stop video time at 36 minute 50 seconds in VLC Media Player.**

Stop video here and ask them to use 'RIGHT' formula option as shown in video.

Now Just check whether the students have used 'RIGHT' formula or not and then play the video again.

**320. To stop video time at 37 minute 08 seconds in VLC Media Player.**



Stop video here and ask them to write this formula in their notebook as shown in video.

**321. To stop video time at 38 minute 46 seconds in VLC Media Player.**

Stop video here and ask them to use 'MID' formula option as shown in video. Just check whether the students have used 'MID' formula or not and then play the video again.

**322. To stop video time at 40 minute 51 seconds in VLC Media Player.**

Stop video here and ask them to use 'MID' formula option as shown in video.

Now Just check whether the students have used 'MID' formula or not and then play the video again.

**323. To stop video time at 42 minute 50 seconds in VLC Media Player.**



Stop video here and ask them to write 'LOWER' formula in their notebook as shown in video.

**324. To stop video time at 42 minute 02 seconds in VLC Media Player.**

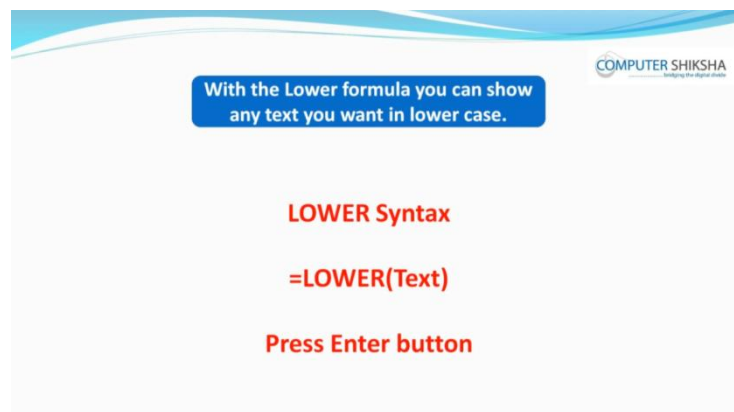
Stop video here and ask them to use 'LOWER' formula as shown in video.  
Just check whether the students have used 'LOWER' formula or not and then play the video again.

**325. To stop video time at 42 minute 45 seconds in VLC Media Player.**

Stop video here and ask them to use 'LOWER' formula option as shown in video.

Now Just check whether the students have used 'LOWER' formula or not and then play the video again.

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



Stop video here and ask them to write 'UPPER' formula in their notebook as shown in video.

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

Stop video here and ask them to change 'computer' word in Capital letter with help of 'UPPER' formula option as shown in video.

Just check whether the students have used 'UPPER' formula or not and then play the video again.

**328. To stop video time at 45 minute 30 seconds in VLC Media Player.**

Stop video here and ask them to use 'UPPER' formula option as shown in video.

Now Just check whether the students have used 'UPPER' formula or not and then play the video again.

**329. To stop video time at 45 minute 37 seconds in VLC Media Player.**

Stop video here and ask them to convert their file into PDF and then play the video again.

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



Stop video here and ask them to now save their file and then shutdown the computer.

Now just check whether they have shutdown the computer or not.

## Complete teacher's manual for Open office Calc/Spreadsheet 1 Class 11 Summaries

- ✓ Make a table
- ✓ How to use HLOOKUP and VLOOKUP formula?
- ✓ You will revise SUM, IF, MIN, MAX, TODAY, formulas etc..?
- ✓ Use of conditional formatting option?
- ✓ Use of filter option?
- ✓ How to close your calc/spreadsheet file?
- ✓ How to shut down computer.

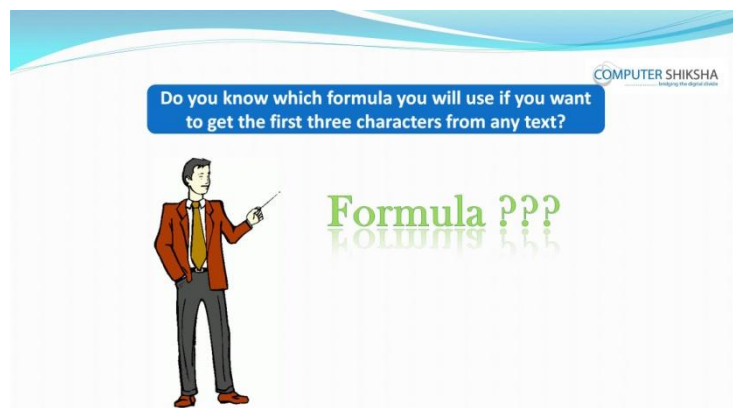
Now let's start video.

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



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

### 332. To stop video time at 1 minute 01 seconds in VLC Media Player.



Stop video here and ask them which formula will be used to bring the first three letters of any text?

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

**333. To stop video time at 1 minute 14 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.

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



Stop video here and ask if they know why we use 'FIND' formula?

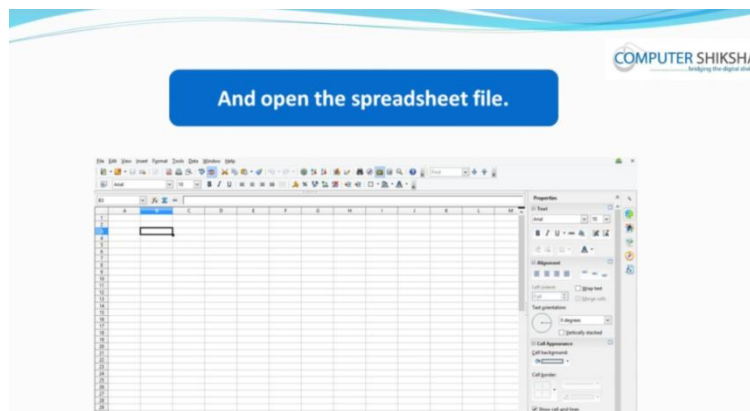
Just listen to the answers and play the video again for the correct answer.

**335. To stop video time at 1 minute 45 seconds in VLC Media Player.**



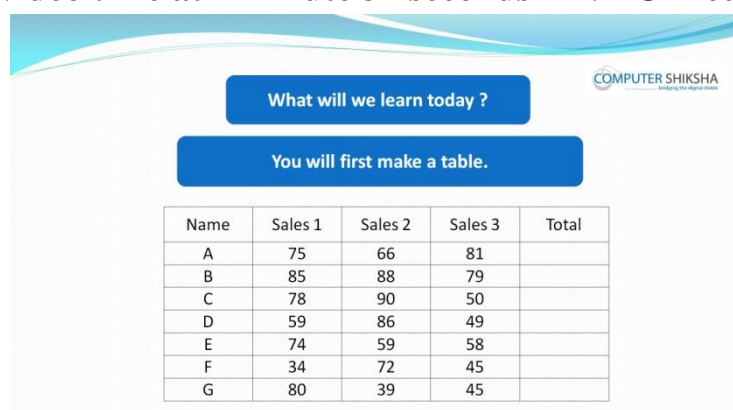
Stop video here and ask if they know why 'split' option is used?  
Just listen to the answers and play the video again for the correct answer.

**336. To stop video time at 1 minute 59 seconds in VLC Media Player.**



Stop video here and ask them to open their calc file.  
Just check they have opened calc file or not and play the video again.

**337. To stop video time at 2 minute 37 seconds in VLC Media Player.**



Stop video here and ask them what will we learn today?

Just listen to the answers and play the video again.

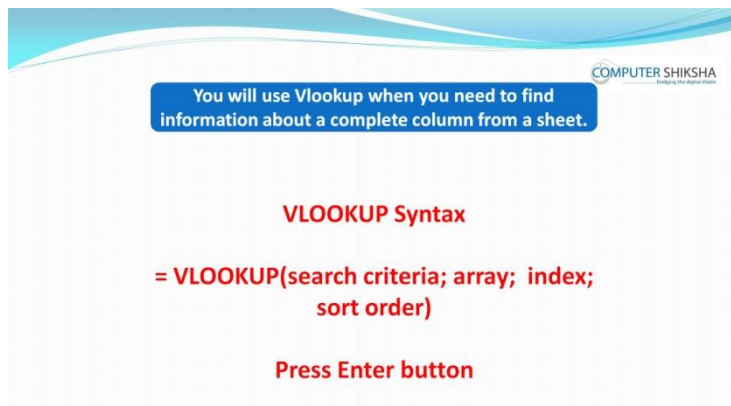
**338. To stop video time at 2 minute 41 seconds in VLC Media Player.**



Name	Sales 1	Sales 2	Sales 3	Total
A	75	66	81	
B	85	88	79	
C	78	90	50	
D	59	86	49	
E	74	59	58	
F	34	72	45	
G	80	39	45	

Stop video here and ask them to make this table as shown in video.  
Just check and ask them if they have made this table?

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



You will use Vlookup when you need to find information about a complete column from a sheet.

**VLOOKUP Syntax**

**= VLOOKUP(search criteria; array; index; sort order)**

**Press Enter button**

Stop video here and ask them to write 'VLOOKUP' formula in their notebook as shown in video.

**340. To stop video time at 4 minute 01 seconds in VLC Media Player.**

Stop video here and ask them to do 'copy & paste' from sheet 1 to sheet 2 as shown in video.

Just check whether the students have done 'copy & paste' or not and then play the video again.

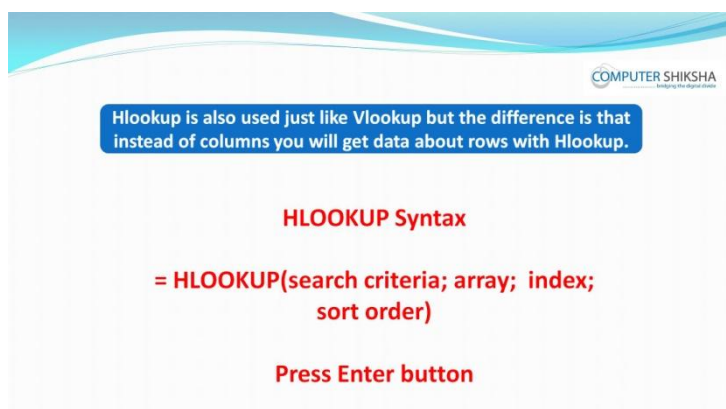
**341. To stop video time at 6 minute 02 seconds in VLC Media Player.**

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

**342. To stop video time at 7 minute 27 seconds in VLC Media Player.**

Stop video here and ask them to use 'VLOOKUP' formula as shown in video.  
Just check whether the students have used 'VLOOKUP' formula or not and then play the video again.

**343. To stop video time at 7 minute 44 seconds in VLC Media Player.**



Stop video here and ask them to write 'HLOOKUP' formula in their notebook as shown in video.

**344. To stop video time at 8 minute 31 seconds in VLC Media Player.**

Stop video here and ask them to do 'copy & paste' from sheet 1 to sheet 3 as shown in video.

Just check whether the students have done 'copy & paste' or not and then play the video again.

**345. To stop video time at 10 minute 15 seconds in VLC Media Player.**

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

**346. To stop video time at 10 minute 40 seconds in VLC Media Player.**

Stop video here and ask them to use 'HLOOKUP' formula as shown in video.  
Just check whether the students have used 'HLOOKUP' formula or not and then play the video again.

**347. To stop video time at 11 minute 18 seconds in VLC Media Player.**

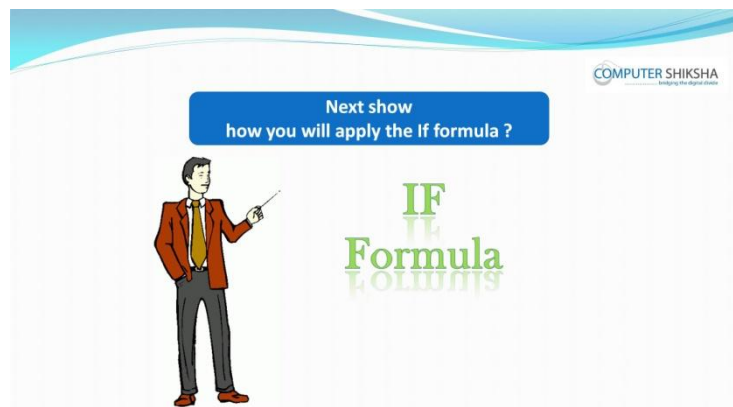


Stop video here and ask if they know how to get total of any number?  
Just listen to the answers and play the video again for the correct answer.

**348. To stop video time at 12 minute 02 seconds in VLC Media Player.**

Stop video here and ask them to use 'SUM' formula as shown in video.  
Just check whether the students have used 'SUM' formula or not and then play the video again.

**349. To stop video time at 11 minute 18 seconds in VLC Media Player.**

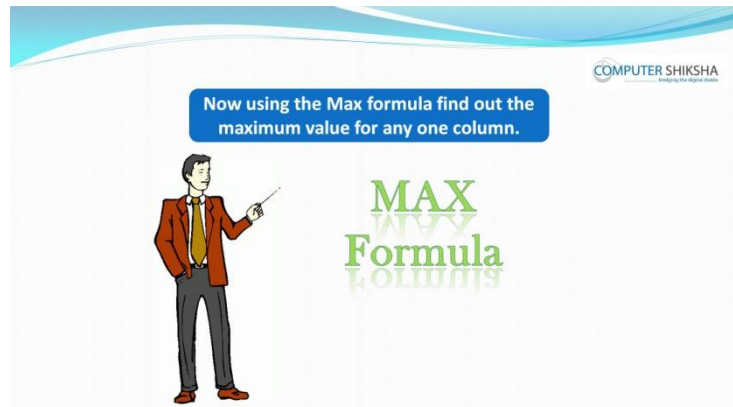


Stop video here and ask students to apply 'IF' formula.  
Just listen to the answers and play the video again for the correct answer.

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

Stop video here and ask them to use 'IF' formula as shown in video.  
Just check whether the students have used 'IF' formula or not and then play the video again.

**351. To stop video time at 15 minute 09 seconds in VLC Media Player.**

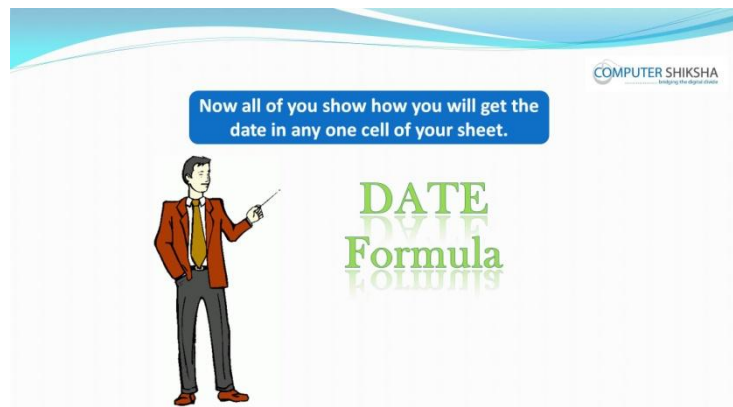


Now let's revise 'MAX' formula.

**352. To stop video time at 15 minute 44 seconds in VLC Media Player.**

Stop video here and ask them to use 'MAX' formula as shown in video.  
Just check whether the students have used 'MAX' formula or not and then play the video again.

**353. To stop video time at 15 minute 53 seconds in VLC Media Player.**

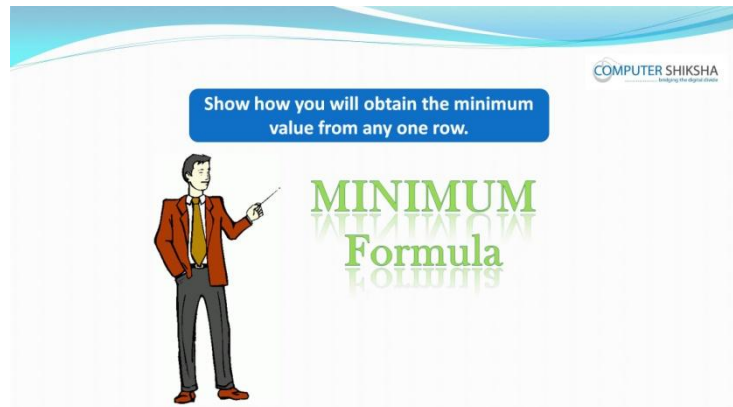


Stop video here and ask students to insert current date with help of the formula and then play the video again.

**354. To stop video time at 17 minute 00 seconds in VLC Media Player.**

Stop video here and ask them to use 'TODAY' formula as shown in video.  
Just check whether the students have used 'TODAY' formula or not and then play the video again.

**355. To stop video time at 17 minute 06 seconds in VLC Media Player.**



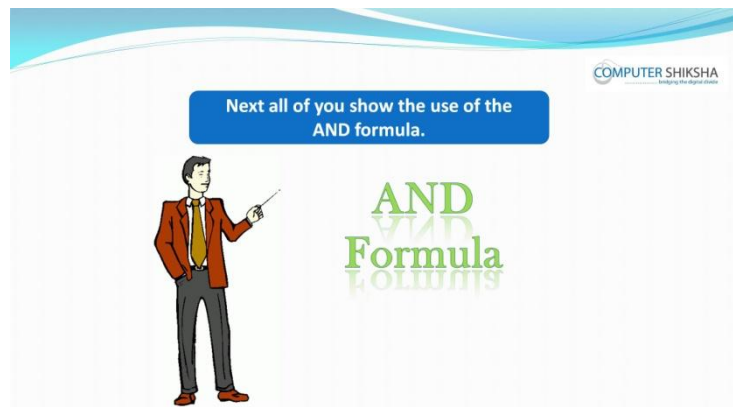
Now let's revise 'MIN' formula.

**356. To stop video time at 18 minute 15 seconds in VLC Media Player.**

Stop video here and ask them to use 'MIN' formula as shown in video.

Just check whether the students have used 'MIN' formula or not and then play the video again.

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



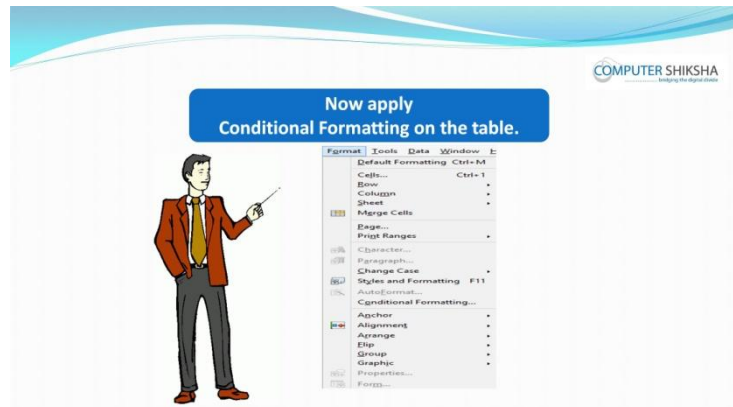
Now let's revise 'AND' formula.

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

Stop video here and ask them to use 'AND' formula as shown in video.

Just check whether the students have used 'AND' formula or not and then play the video again.

**359. To stop video time at 21 minute 35 seconds in VLC Media Player.**



Stop video here and ask them to apply 'Conditional formatting' on the table and then play the video again.

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

Stop video here and ask them to apply 'Conditional formatting' as shown in the video and then play the video again.

**361. To stop video time at 24 minute 58 seconds in VLC Media Player.**

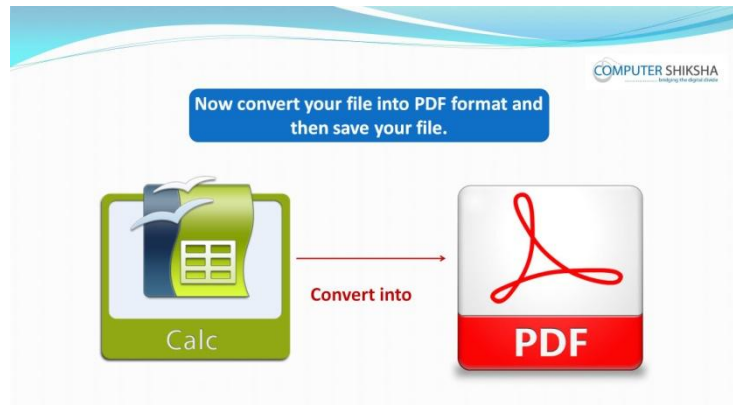


Stop video here and ask them to apply 'Filter' in any column as shown in the video and then play the video again.

**362. To stop video time at 26 minute 34 seconds in VLC Media Player.**

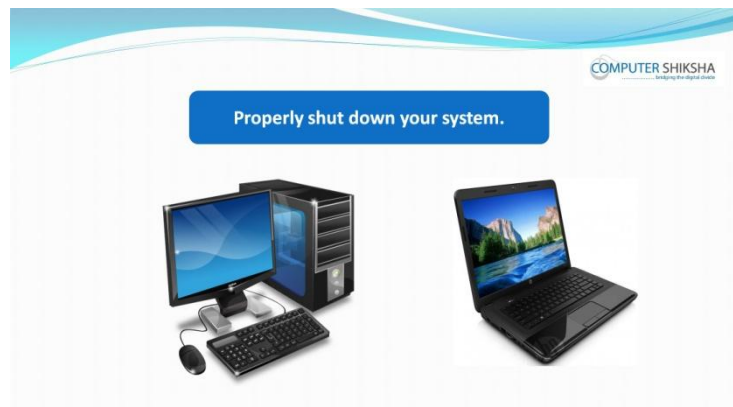
Stop video here and ask them to apply 'Filter' as shown in the video. Now just check whether they have applied 'Filter' or not and then play the video again.

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



Stop video here and ask students to convert their file into 'PDF' and then play the video again.

**364. To stop video time at 26 minute 46 seconds in VLC Media Player.**



Stop video here and ask them to now save their file and then close it as shown in video.