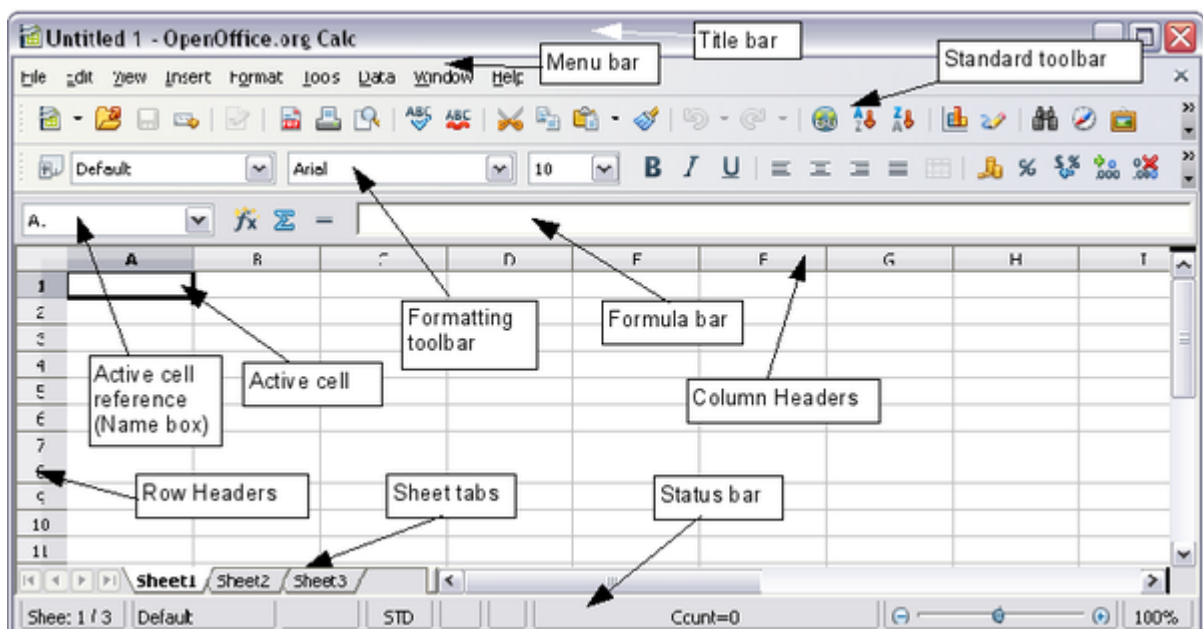


Mark List

- Make the groups depending upon the children strength.
- We are doing this with OpenOffice but can also be done with Microsoft Office or Libre Office.
- Then type, Open Office in the search bar. After, choose spreadsheet.



Children learn about column, cell and properties with the help of teachers. Make sure children know the uses of spreadsheet.



- Children create a new mark list with the Roll Number, students name, Subject-Tamil, English, Maths, Science, Social etc...
- Teachers ask the children about the use of the total.
- Students learn how to find the total, Enter the Formula = sum (C5:G5) this will give the total at the marks. When they cut and paste this point out how Excel intelligently changes it to say =sum(C6:G6) and so on.
- Students Change the colour of the title, change the font size and merge the cells for the title.

S.NO	NAME	TAMIL	ENGLISH	MATHS	SCIENCE	SOCIAL	TOTAL
1	D.Sakthi vel	58	46	49	57	54	264
2	V.Jesvanth	51	58	59	45	45	258
3	D.Arun	59	49	60	50	57	275
4	V.Abisheak	47	52	51	54	49	253
5	D.Nisha	55	54	57	48	50	264
6	V.Sahana sri	59	58	55	57	58	287

Interested children can also add a column for the Rank.

Example

=RANK(E3;E2:E6)
 RANK(value; Data; Type)

- Students should be able to Select cells, rows or columns.
- Go to the file menu and save the file.

Android tablet/phone.

Install the OpenOffice and do the PC model.