# 1. Statistical Functions:

**Procedure**

Step 1: Open a spread in LibreOffice Calc.

Application   Office   LibreOffice Calc

Step 2: Enter the details as given.

Step 3: Enter as "No.of cells containing numbers only" in cell A3 and give the formula as =COUNT(A1:E2) in cell H3

Step 4: Enter as "No.of cells containing any value" in cell A4 and give the formula as =COUNTA(A1:E2) in cell H4.

Step 5: Enter as "No.of cells containing values >2000" in cell A5 and give the formula as =COUNTIF(A1:E2, ">2000") in cell H5

Step 6: Enter as "No.of Blank Cells in the table" in cell A6 and give the formula as =COUNTBLANK(A1:E2) in cell H6.

Step 7: Save the file: File   Save

Output:   a) Numbers Only = 4,  b) Any Value = 8  c) >2000 = 1,  d) Blank Cells = 2

# 2. Mathematical Functions: SUM and SUMIF

**Procedure:**

Step 1: Open a spread in LibreOffice Calc.

Application   Office   LibreOffice Calc

Step 2: Enter the column headings as follows

| Employee Name | Designation | Monthly salary |
|---|---|---|

Step 3: Enter the details of employee from the second row onwards.

Step 4: Enter as "Total Salary" in Cell A7 and give the formula =SUM(C2:C6) in C7.

Step 5: Enter as "Monthly Salary of Clerks" in cell A8 and give the formula =SUMIF(B2:B6, "Clerk", C2:C6) in C8.

Step 6: Save the file: File   Save

**Output**: a) Total Monthly Salary = 277,000   b) Total monthly salary of Clerks = 117,000

## 3. Payroll Statement

Step 1 Open a new file in LibreOffice Calc

Application　　　Office　　　LibreOffice Calc

Step 2 Enter the column heading and other given details as shown below:

|   | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Name | Basic Pay | DA | HRA | Gross Pay | LIC | TDS | Total Deductions | Net Pay |
| 2 | GAYATHRI | 44000 | | | | 1400 | | | |
| 3 | ASWATHI | 42000 | | | | 1100 | | | |
| 4 | JASIM | 39000 | | | | 0 | | | |
| 5 | AMEENA | 50000 | | | | 1000 | | | |
| 6 | ASRAYA | 45000 | | | | 750 | | | |

Step 3. Calculate DA, HRA , Gross pay ,TDS, Total deduction and Net Pay of first employee by giving suitable formulae  as shown below:

| Cell | Formula |
|------|---------|
| C2 | =B2* 22% |
| D2 | =B2*8% |
| E2 | =SUM(B2:D2) |
| G2 | = B2*8% |
| H2 | =SUM(F2:G2) |
| I2 | =E2-H2 |

Step 4. Fill down the calculations to remaining employees

Step 5. Save the work sheet: File　　　Save

Output:

| Name | Net Pay |
|------|---------|
| GAYATHRI | 52280 |
| ASWATHI | 50140 |
| JASIM | 47580 |
| AMEENA | 60000 |
| ASRAYA | 54150 |

## 4. Bar Chart

**Procedure:**

Step 1 Open a new file in LibreOffice Calc

Application    Office    LibreOffice Calc

Step 2 Enter the column heading and values as given below

| Year | Laptop | Mobile Phone |
|------|--------|--------------|
| 2016 | 22000 | 45000 |
| 2017 | 35000 | 88000 |
| 2018 | 25000 | 92000 |
| 2019 | 48000 | 73000 |

Step 3: Select the data from A1 to C5

Click on **Insert    Chart**

Choose Chart Type from chart wizard: **Bar**

Click on Data range: Click on Data series in column, check mark on **first row as label** and **first column as label**.

Click on chart element and give Chart title : **Sales Report**

X axis : **Year**

Y axis : **Sales**

Display legend : **Right**

Click on **Finish.**

Step 4 Save the file: File → Save

**OUTPUT: Bar Chart Displayed**

## 5. Profit & Loss Account and Balance Sheet – GNUKhata

**Procedure:**

Step 1: Start GNUKhata

Application    Office    GNUKhata

Step 2: Create Organisation

Click on **Create Organisation** tab and enter the details like Organisation Name, Case, Organisation type, Financial year and Select Accounts only and click on Proceed.

Step 3: Create Admin

Enter User name, Password, Security Question and click Create & Login

Step 4: Create Ledgers accounts as follows: Master    Create Accounts

| Account Name | Group | Sub-Group |
|---|---|---|
| Cash | Current Assets | Cash |
| Capital | Capital | |
| Bank | Current Assets | Bank |
| Furniture | Fixed Assets | Furniture |
| Purchases | Direct Expenses | |
| Sales | Direct Incomes | |
| Femina | Current Assets | Sundry Debtors |
| Salary | Indirect Expenses | |

Step 5: Voucher Entry

Click on Voucher tab and select appropriate voucher type.

| Date | Transaction | Voucher Type | Debit | Credit | Amount |
|---|---|---|---|---|---|
| 01.02.2021 | Capital introduced | Receipt | Cash | Capital | 200000 |
| 02.02.2021 | Paid into Bank | Contra | Bank | Cash | 50000 |
| 03.02.2021 | Furniture Purchased | Payment | Furniture | Cash | 40000 |
| 04.02.2021 | Goods Purchased | Purchase | Purchase | Cash | 35000 |
| 05.02.2021 | Sold goods | Sales | Cash | Sales | 48000 |
| 06.02.2021 | Sold goods to Femina | Sales | Femina | Sales | 10000 |
| 28.02.2021 | Paid Salary | Payment | Salary | Cash | 5000 |

Step 6: Display Profit and loss A/c

Report    Profit & loss

Step 7: Display Balance Sheet

Report → Balance Sheet

**OUTPUT: Net Profit Rs. 18000,  Balance Sheet Total Rs. 218,000**

## 6. Table Preparation in LibreOffice Base

**Procedure:**

Step 1: Open a new database

Application    Office    LibreOffice Base

Step 2 : Enter the name of file and click on Save.

Step 3 : Click on **Create Table in Design view**

Step 4 : Enter the Field Name and select Field Types as follows

| Field Name | Field Type |
|---|---|
| Emp_ID | Number |
| Emp_Name | Text |
| Exmp_Sex | Text |
| Emp_BP | Number |

Step 5 : Set Primary Key

Right Click on the Blank column left to the field Emp_ID

Select Primary Key from the popup window.

Step 6 : Save the table with the name EMPLOYEE DETAILS

Step 7 : Enter the details of employees in the table.

**OUTPUT:**

| EMP_ ID | EMP_NAME | EMP_SEX | EMP_ BP |
|---|---|---|---|
| 101 | TILNA | Female | 63000 |
| 102 | SRUTHI | Female | 56000 |
| 103 | ABHIRAMI | Female | 38000 |
| 104 | NADIR | Male | 51000 |

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