

SHREE VASISHTHA VIDHYALAYA



PRACTICAL ASSESSEMENT 2025-26

Student's Name: _____

Class -10th Sec: _____

Sub: Information Technology (402)

Date of Submission: _____

Received By: _____ Sign: _____

Unit 1: Digital Documentation (Advanced)

Learning Outcome - Create and apply styles in digital document

Assignment 1

Objective: Using various commands to create customer styles and apply predefined styles in LibreOffice Writer.

Task: Type a paragraph with at least 100 words and create below given styles as instructed:

1. Title

- a. Font Name: Kristen ITC, Size:28, Colour: Magenta
- b. Give Style Name: Title AI (Use create styles using drag and drop)

2. Headings

- a. Font name: Times New Roman, Size: 24 , Colour: Red.
- b. Give the style name: My Heading (Use create style from selection command)

3. Paragraph and Headings - My heading styles to all headings using Fill Format

4. Load Styles in New Document and Save the document

Solution:



Preparing document

1. Click on **Start > All Apps > LibreOffice 24.2 > LibreOffice Writer**.
2. Type required text.

Creating styles



Title (Using Drag and Drop)

1. Select the title "Generative Artificial Intelligence".
2. Apply the desired formatting.
3. Now click on **Styles > Manage Styles** option.
4. Select the title "Generative Artificial Intelligence" and drag over the Styles pane present on the screen.
5. New Style From Selection dialog box will appear with a prompt to enter New Style Name. Type name as "Title AI".
6. Click on OK button.



Headings (Create Style using New Style from Selection option)

1. Select first heading – “Introduction”.
2. Apply the desired formatting for style as per instructions given in the question.
3. Click on Styles > Manage Styles option. A styles pane will appear.
4. Click on Style Actions button and choose New Style From Selection option.
5. New Style from Selection dialog box appears. Type Style name as – “My Heading”.
6. Click on OK.



Applying Styles

➤ Using double click

1. Select the heading “Technology”.
2. Now Find the newly created styles “My Heading”.
3. Double Click on it.

➤ Using Fill Format

1. Click on Fill Format icon on Styles pane.
2. A fill format mode will be activated and mouse cursor changes to Fill Format mode icon.
3. Select “My Heading” style from Styles pane.
4. Drag it over to the headings to apply “My Heading” style.
5. Save the file as “Practical 1 – Create and apply styles”.



Load styles

1. Open new blank document.
2. Activate Styles pane from side bar or any other option.
3. Click on Style Actions button and choose “Load Styles from Template”.
4. Find the button From File and click on it.
5. Choose the previously saved file.
6. Click on Open button.
7. The styles from selected document will be added into the Style gallery.
8. Save the file.

Output Document:

Generative Artificial Intelligence

Introduction

Generative AI refers to artificial intelligence systems designed to create new content, ranging from text and images to music and video.

Technology

These systems leverage advanced machine learning techniques, such as neural networks and deep learning, to analyze vast datasets and generate outputs that mimic human creativity.

Applications

Generative AI finds use in diverse fields, including entertainment, where it can produce art, and in business, where it can automate content creation and enhance customer interactions.

Ethics

However, its capabilities raise ethical concerns regarding originality, misinformation, and the potential for misuse, necessitating ongoing scrutiny and regulation.

Learning Outcome – Working with Images in digital document

Assignment 2

Objective: Inserting images and shapes and rearranging them

Task: Create a new document in LibreOffice prepare an advertisement using various shapes and images.

Solution:

Add Page background

1. Open LibreOffice Writer and Background from **Format > Page Style > Area > Gradient**.
2. Choose **Sundown** gradient for page background and Click on **Apply** and **OK**.

Add Page border

1. Click on **Format > Page Style > Borders**.
2. Click on **All four borders** option.
3. Choose the line style from Style.
4. Click on **Apply** and **OK** button.

Add font work (Learn Coding)

1. Click on **View > Toolbar > Drawing**.
2. Click on **Insert Font Text** icon from the Drawing Toolbar.
3. Select **Gold Wave** style.
4. Type the text **Learn Coding** and change color.
5. Press enter when you finished.

Add font work (For 3 to 12 Class Students)

1. Click on **Insert Font Text** icon from the Drawing Toolbar.
2. Select relevant style for **Font Text**.
3. Type the desired text and change the color.
4. Press enter when you finished.

Insert Image

1. Place the cursor where image is required.
2. Click **Insert > Image** option. An **Insert Image** dialog box will appear.
3. Select the image from the dialog box.
4. Click on **open** button.

Applying border to image

1. Select an image to apply border.
2. Click on **Borders** icon on the Image toolbar and select **Outer Border (Only)**.

Add Textbox to insert courses

1. Select **rectangle box** from Drawing toolbar.
2. Draw the rectangle in the document.

Applying background colour to box

1. Select the box.
2. Choose the Fill Colour icon from drawing properties toolbar.
3. Select Yellow color from the Fill Colour icon.
4. Add the desired text.

Similarly add remaining shapes, apply the desired formatting and text. Save the file.

Output:

Learn Coding

for 3 to 12 Class Students



- C
- C++
- Java
- Python
- Excel
- Web Development
- App Development
- Game Development

E-Learn Coding Institute
B-13, Radhe Complex,
Satellite, Ahmedabad

Call us:
12345 67890

Learning Outcome - Create and use template

Assignment 3

Objective: Creating templates in LibreOffice Writer and saving for distribution.

Task:

- Prepare a template for the class time table.
- Apply formatting as required.
- Set this template as a default template.
- Reset the default template as usual.

Solution:

1. Create a new document in LibreOffice Writer.
2. Click on **Format > Page Style** option.
3. A page style dialog box will appear.
4. **Select Area > Image > Add/Import** option.
5. Apply desired options for background and click on OK button.
6. Insert table for time table and format it as per your choice.

Saving file as template

1. Click on **File > Templates > Save as Template** option.
2. A **Save As Template** dialog box will appear.
3. "Time Table " as Template Name in **Enter Template Name** dialog box.
4. Select Template Category as **MyTemplate**.
5. Click on **Set as default template** option.
6. Click on **Save** button.

Reset default template

1. Click on **File > Templates > Manage Templates** option.
2. A manage template dialog box will appear.
3. Click on **Manage > Reset Default Text Document** option.
4. Click on **Close** button.

Output

Class Time Table

Per	Mon	Tue	Wed	Thu	Fri	Sat
1						
2						
3						
4						
5						
6						
7						
8						

Learning Outcome – Create Table of Contents

Assignment 4

Objective: Create and Customize Table of Contents

Task: Prepare a document with different headings and apply a table of contents to it.

Solution:

1. Type the contents.
2. Apply appropriate level of headings from the Styles window.
3. Place the cursor at the beginning of document to insert Table of Content.
4. Click on Insert → Table of contents and index → Table of contents, index or Bibliography option. The Table of contents, index or Bibliography will appear.
5. Select and apply the styles for the Table of Contents.
3. Click on OK.

Output

Table of Contents

Artificial Intelligence.....	2
Introduction.....	3
Domains of AI.....	4
Data Science.....	5
Computer Vision.....	6
Natural Language Processing.....	7
AI project Cycle.....	8
Steps of AI Project Cycle.....	9

Learning Outcome – Customize Table of contents

Assignment 5

Objective: Customize the table of contents

Task: Apply customization following customization on above Table of contents:

1. Apply heading levels up to 3
2. Divide Table of contents into two parts vertically
3. Add a background colour of your choice

Solution:

1. Select the Table of Contents created in previous question.
2. Select **Type** tab.
3. Find the option **include level upto** and select 3.
4. Click on **Columns** tab.
5. Set 2 in the **Columns**.
6. Click on Background tab.
7. Click on **Colour** button.
8. Pick the desired colour to apply as background.
9. Click on **OK** button.

Output:

Table of Contents

Artificial Intelligence.....	2	Computer Vision.....	6
Introduction.....	3	Natural Language Processing.....	7
Domains of AI.....	4	AI project Cycle.....	8
Data Science.....	5	Steps of AI Project Cycle.....	9

Unit 2: Electronic Spreadsheet (Advanced)

Learning Outcome Consolidating Data

Assignment 1

Objective: Applying Data Consolidation in LibreOffice Calc

Task: Prepare 3 worksheets for products sales and consolidate them

Solution:

Preparing sheets for Data Consolidation

1. Create a new file in spreadsheet software and enter data for 5 products.
2. Add two worksheets in the file and modify the data for all. Click on Sheet tab and + icon there.
3. Rename all worksheets like sheet1 - **Ahmedabad**, sheet2 - **Surat** and sheet3 - **Rajkot**. Select the sheets respectively and do right click on **Sheet tab** > **Rename Sheet** option, Type the sheet name and Click on **OK** button.
4. Now add one more worksheet at the end and rename as **Consolidated** as similar as step 2 and 3.

Perform Data Consolidation

1. Place the cursor in cell **B2** in **Consolidated** sheet.
2. Click on **Data** > **Consolidate** option.
3. The Consolidate dialog box will appear.
4. Choose the **Sum** function.
5. Select **Data Source ranges** respectively and click on **Add** button.
6. Click on **OK** button.

Output:

Sheet 1 – Ahmedabad

S. No	Product	Sales
1	Pen	100
2	Pencil	150
3	Eraser	200
4	Sketch Pen	400
5	Water Colours	100

Sheet 2 – Surat

	A	B	C
1	S. No	Product	Sales
2	1	Pen	120
3	2	Pencil	140
4	3	Eraser	180
5	4	Sketch Pen	120
6	5	Water Colours	140

Sheet 3 – Rajkot

	A	B	C
1	S. No	Product	Sales
2	1	Pen	130
3	2	Pencil	160
4	3	Eraser	210
5	4	Sketch Pen	180
6	5	Water Colours	220

Sheet 4 – Consolidated Sheet

	A	B	C
1	S. No	Product	Sales
2	1	Pen	350
3	2	Pencil	450
4	3	Eraser	590
5	4	Sketch Pen	700
6	5	Water Colours	460

Learning Outcome Subtotal

Assignment 2

Objective: Applying subtotal in LibreOffice Calc

Task: Prepare a worksheet as following

	A	B	C	D
1	Project Name	Task Name	Assigned to	Days Required
2	Marketing	Market Research	Alice	13
3	Marketing	Content Creation	Bob	14
4	Marketing	Social Media Planning	Charlie	22
5	Marketing	Campaign Analysis	Daisy	25
6	Product Dev	Prototype Development	Ethan	18
7	Product Dev	Quality Assurance	Fiona	10
8	Development	User Interface Design	Gabriel	25
9	Customer Svc	Service Improvement	Hannah	22
10	Customer Svc	Ticket Resolution	Ian	25
11	Customer Svc	Customer Feedback	Julia	30
12	Financial	Budget Analysis	Kevin	22
13	Research	Financial Reporting	Mark	21
14	Financial	Investment Planning	Mark	25
15	Development	Market Trends Analysis	Nathan	23
16	Research	Data Collection	Olivia	32
17	Research	Research Paper Writing	Peter	27

Apply subtotal and find the sum of days required for project name.

Solution:

1. Open spreadsheet software and enter the data.
2. Select the data.
3. Click on **Data** → **Subtotal**. The Subtotal dialog box appears.
4. Select column **Project Name** in Group By option.
5. Now mark the column to Days Required to count the no. of days required for each project.
6. Select the sum function sum from Use Function option.
7. Click on OK button.

Output:

	A	B	C	D	E
1	Project Name	Task Name	Assigned to	Days Required	
5	<u>Customer Svc Sum</u>				<u>77</u>
6	Development	User Interface Design	Gabriel		25
7	Development	Market Trends Analysis	Nathan		23
8	<u>Development Sum</u>				<u>48</u>
9	Financial	Budget Analysis	Kevin		22
10	Financial	Investment Planning	Mark		25
11	<u>Financial Sum</u>				<u>47</u>
12	Marketing	Market Research	Alice		13
13	Marketing	Content Creation	Bob		14
14	Marketing	Social Media Planning	Charlie		22
15	Marketing	Campaign Analysis	Daisy		25
16	<u>Marketing Sum</u>				<u>74</u>
17	Product Dev	Prototype Development	Ethan		18
18	Product Dev	Quality Assurance	Fiona		10
19	<u>Product Dev Sum</u>				<u>28</u>
20	Research	Financial Reporting	Mark		21
21	Research	Data Collection	Olivia		32
22	Research	Research Paper Writing	Peter		27
23	<u>Research Sum</u>				<u>80</u>
24	<u>Grand Sum</u>				<u>354</u>
25					

Learning Outcome – Creating cell referencing in Spreadsheet

Assignment 3

Objective: Link data and Spreadsheet

Task: Prepare a worksheets as following:

1. Enter the data such as Roll no, GR NO, First Name, Last Name, Date of Birth, Father Name, Mother Name. Enter records for at least 10 students.
2. Rename this worksheet as "Student Profile".
3. Insert 3 new worksheets and rename as "PT1", "PT2" and "PT3" respectively.
4. In the PT1 worksheet create a reference for Roll No, First Name, and Last Name columns from Student Profile by using the keyboard.
5. In the PT2 worksheet create a reference for Roll No, First Name, and Last Name columns from Student Profile by using the mouse.
6. In the PT3 worksheet create a reference for Roll No, First Name, and Last Name columns from Student Profile as you wish.

Solution:

1. Open Excel and create a new workbook.
2. In the first worksheet, enter the data.
3. Right-click on the sheet tab (usually named "Sheet1").
4. Select "Rename" and change the name to "Student Profile".
5. Insert three new worksheets by clicking the "+" icon at the bottom.
6. Rename them to "PT1", "PT2", and "PT3" respectively.
7. Go to the "PT1" worksheet.
8. In cell A1, type =Student Profile!A1 to reference the Roll No from the "Student Profile" sheet.
9. Drag the fill handle to copy the formula down for all 10 students.
10. Repeat the process for First Name and Last Name columns.
11. Go to the "PT2" worksheet.
12. Click on cell A1, type =, then navigate to the "Student Profile" sheet and click on cell A1.

13. Press Enter to create the reference.
14. Drag the fill handle to copy the formula down for all 10 students.
15. Repeat the process for First Name and Last Name columns.
16. Go to the “PT3” worksheet.
17. You can use either the keyboard or mouse method to create references for Roll No, First Name, and Last Name columns from the “Student Profile” sheet.

Output:

Student Profile

Roll No	GR NO	First Name	Last Name	Date of Birth	Father Name	Mother Name
1	1001	Aarya	Sharma	01/01/2010	Rajesh	Sunita
2	1002	Bhavesh	Patel	02/02/2010	Kiran	Meena
3	1003	Charu	Mehta	03/03/2010	Anil	Rekha
4	1004	Dev	Joshi	04/04/2010	Suresh	Anita
5	1005	Esha	Desai	05/05/2010	Ramesh	Lata
6	1006	Farhan	Khan	06/06/2010	Imran	Ayesha
7	1007	Gauri	Shah	07/07/2010	Mahesh	Pooja
8	1008	Harsh	Trivedi	08/08/2010	Naresh	Kavita
9	1009	Isha	Bhatt	09/09/2010	Prakash	Nisha
10	1010	Jai	Patel	10/10/2010	Mukesh	Seema

PT 1, PT 2, PT 3

Roll No	First Name	Last Name
1	Aarya	Sharma
2	Bhavesh	Patel
3	Charu	Mehta
4	Dev	Joshi
5	Esha	Desai
6	Farhan	Khan
7	Gauri	Shah
8	Harsh	Trivedi
9	Isha	Bhatt
10	Jai	Patel

Learning Outcome – Hyperlink in Spreadsheet

Assignment 4

Task:

1. Insert hyperlink from the internet.
2. Insert hyperlink email.
3. Insert hyperlink of existing file.
4. Insert hyperlink of new file.

Insert Hyperlink from the internet

1. Type the text – **NCERT Solution IT Class 10**.
2. Click on **Insert > Hyperlink** option. Hyperlink dialog box will open.
3. Click on **Internet** and type the URL.
4. Set the behaviour of link by selecting frame and target.
5. Click on OK button.

Insert Hyperlink Email

1. Type the text – Gmail in the cell.
2. Click on **Insert > Hyperlink** option.
3. Select **Mail** option.
4. Type the recipient mail id in **Recipient** box.
5. Type Subject in **Subject** box.
6. Set the behaviour of link by selecting **Frame, Target** and **Name**.
7. Click on Apply and OK button.

Insert hyperlink of existing file

1. Type the text: File – Document
2. Click on **Insert > Hyperlink** option.
3. Choose **Document** button.
4. Select the file from **Path** option. Either type the path or select the file using browse button.
5. Set target of link.
6. Apply settings required such as Frame, Name and Text.

7. Click on **Apply** and **OK** button.

Inserting Hyperlink of New Document

1. Type the Text – New Document.
2. Select option as **Edit Now**.
3. Type Filename in **File** box.
4. Select **File Type** as **Text Document**.
5. Apply settings such as Frame, Name etc.
6. Click **Apply** and **OK** button.

Output:



The screenshot shows a spreadsheet with a formula bar at the top. The formula bar contains the text "C7" followed by a dropdown arrow, a function icon, and an equals sign. The spreadsheet has a grid with rows and columns. The first row is labeled 'A' in the column header. The first column is labeled '1' through '7' in the row headers. The cells contain the following text, all of which are underlined, indicating they are hyperlinks:

	A
1	NCERT Solutions IT Class 10
2	
3	Gmail Link
4	
5	File – Document
6	
7	New Document

Learning Outcome – Goal Seek

Assignment 5

Objective: Goal seek Application

Task: Enter data to obtain total net profit and set the goal to achieve total net profit of ₹ 23,000 by changing the August month gross profit.

Sample Data:

Month	Gross	Profit	Net
April	20000	12%	2400
May	30000	14%	4200
June	40000	11%	4400
July	25000	15%	3750
August	35000	18%	6300
Total			21050

Solution:

1. Enter data and prepare the spreadsheet along with formula.
2. Place the cursor in D7 cell.
3. Click on **Tools > Goal Seek** option. The Goal Seek dialog box will appear.
4. Move the cursor in Target Value box and enter the value – 23000.
5. Now select the cell as a variable cell.
6. Click on OK.
7. It will display the value obtained by Goal seek. If you wish to insert it in the spreadsheet click on Yes, otherwise No.

Output:

The screenshot shows a spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Month	Gross	Profit	Net			
2	April	20000	12%	2400			
3	May	30000	14%	4200			
4	June	40000	11%	4400			
5	July	25000	15%	3750			
6	August	35000	18%	6300			
7	Total			21050			

The Goal Seek dialog box is open, showing the following settings:

- Formula cell: \$D\$7
- Target value: 23000
- Variable cell: \$B\$6

The LibreOffice Calc dialog box is also open, asking: "Goal Seek succeeded. Result: 45833.3333333333. Insert the result into the variable cell?" with Yes and No buttons.

Unit 3

Database Management System

Learning Outcome – Create and edit tables using wizard

Assignment 1

Objective: Steps to create a table using table wizard

Task: Create a table using wizard and insert data.

Solution:

1. Click on Start → All Programs → LibreOffice 24.2 → LibreOffice Base. 24.2 LibreOffice Base window will open with Database Wizard.
2. Click on **Create a new database** option.
3. Click on **Next** button.
4. Select the database Register option either **Yes**, or **No**.
5. Check on **Open database for editing**.
6. Click on **Finish** button.
7. It will prompt to save the database.
8. Type the desired name and save it. I have given db1.
9. Now click on **Tables** button from Left pane and choose the option - **Use Wizard to Create Table...** from the tasks window.
10. The Table Wizard will open. Follow wizard steps to create a table.
11. In first step of wizard select the Category either Business or Personal.
12. Now choose a table from list of table. As I have selected Employees table.
13. Click on Next and select field types and all if you want to change it. Click on Next. I have selected EmployeeID, Firstname, Lastname, Salary, Datchired.
14. Set a primary key for your table in this step. Click on Use an existing field as a Primary Key. I have selected EmployeeID as Primary key. Click on Next.
15. If you wish to change the table name then type new name for the table and click on Insert.

Data immediately, and click on Finish.

16. Enter data now.

Employees - db1 — LibreOffice Base: Table Data View

File Edit View Insert Data Tools Window Help



EmployeeID	Firstname	Lastname	Salary	DateHired
1111	Tanmay	Patel	25000	04/01/18
1112	Chetna	Patel	28000	05/01/18
1113	Suresh	Chauhan	27000	08/02/19
1114	Dhaval	Dabhi	32000	09/04/20

Learning Outcome – Retrieve data using query

Assignment 2

Objective: Query creation using wizard

Task: Create table Marksheet (Using SQL Command) and perform the bellow given queries using wizard and design view.

Field Name	Data Type	Size
Stud_No	Integer	2
Name	Text	15
RollNo	Integer	3
Sub101	Decimal	3,2
Sub102	Decimal	3,2
Sub103	Decimal	3,2

1. In the Database file Add these Fields: (Total: Datatype- Number 3 digits, Percentage: Datatype - Number 3 digits with 2 decimal places, Grade: Datatype- Char with 2 letters)
2. Insert more 3 records in MARKSHEET using SQL mode.
3. Display name, rollno, marks of 3 subjects, total and percentage using design view.
4. Display name, rollno, grades from the marksheet table using query wizard.
5. Display the maximum marks for Sub101 and minimum marks for Sub102 using design view.
6. Display the rollno, name and percentage whose percentage are more than 70 using design view.
7. Display all the record in ascending order of names using design view.

Solution:

```
create table "marksheet"  
("Stud_no" tinyint primary key,  
"Name" varchar(15),  
"RollNo" tinyint,  
"Sub101" decimal(5,2),  
"Sub102" decimal(5,2),  
"Sub103" decimal(5,2));
```

Output:

The screenshot shows the LibreOffice Base application window titled "db1.odb — LibreOffice Base". The menu bar includes File, Edit, View, Insert, Tools, Window, and Help. The toolbar contains various icons for database operations. On the left, the "Database" sidebar shows icons for Tables, Queries, Forms, and Reports. The main area is titled "Tasks" and lists options: "Create Table in Design View...", "Use Wizard to Create Table...", and "Create View...".

An overlaid window titled "marksheet - db1 — LibreOffice Base: Table Data View" is shown. It has a menu bar with File, Edit, View, Insert, Data, Tools, Window, and Help. The toolbar includes icons for data manipulation. The table data is as follows:

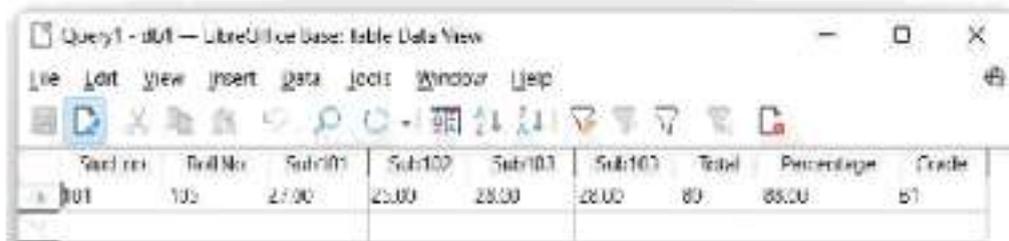
	Stud_no	Name	RollNo	Sub101	Sub102	Sub103	
	1112	Dhruva	4	57.00	65.00	84.00	

At the bottom of the overlaid window, it says "Record 1 of 1". Below the overlaid window, the "Tables" section in the sidebar shows "Employees" and "marksheet", with "marksheet" selected.

Steps to perform a query using design view

1. Click Queries → Create Query in Design View....
2. The query design window will open.
3. Select the marksheet table and click on Add button.
4. Now select fields given in the question like name, rollno, marks, Sub101, Sub102, Sub103, Total and Percentage.
5. Save the query.

Query Result:



Query1 - db1 — LibreOffice Base: Table Data View

Stud no	Roll No	Sub101	Sub102	Sub103	Sub1031	Total	Percentage	Grade
101	102	27.00	25.00	28.00	28.00	88	88.00	B1

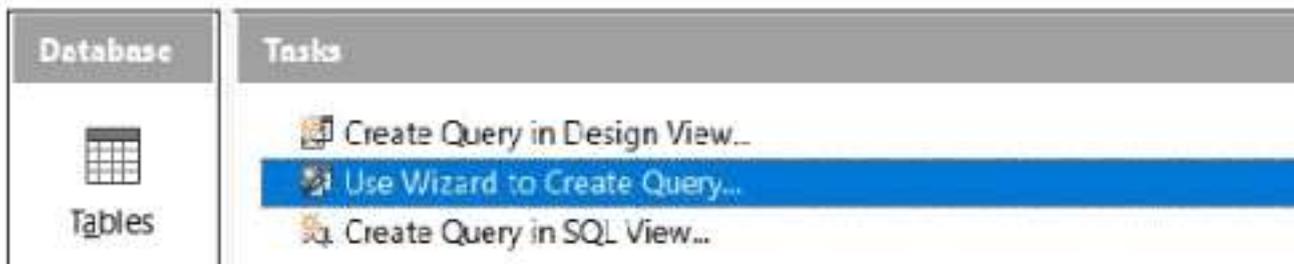


Query Wizard Steps

1. Click on Queries → Use Wizard to Create Query...

db1.ocb — LibreOffice Base

File Edit View Insert Tools Window Help



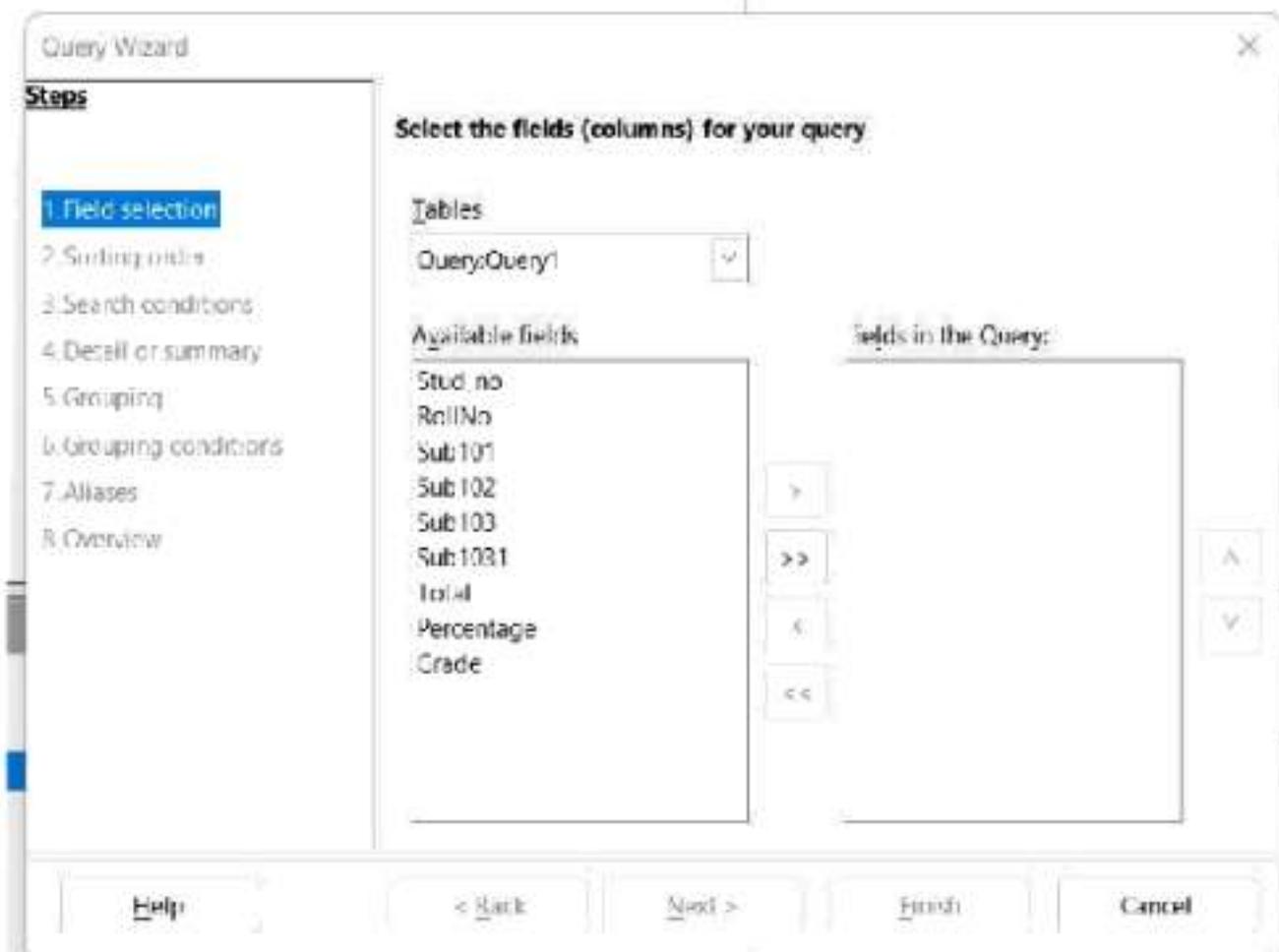
Database

Tasks

- Create Query in Design View...
- Use Wizard to Create Query...**
- Create Query in SQL View...

Tables

2. Query Wizard opens.



Query Wizard

Steps

1. Field selection
2. Sorting order
3. Search conditions
4. Detail or summary
5. Grouping
6. Grouping conditions
7. Aliases
8. Overview

Select the fields (columns) for your query

Tables

Query:Query1

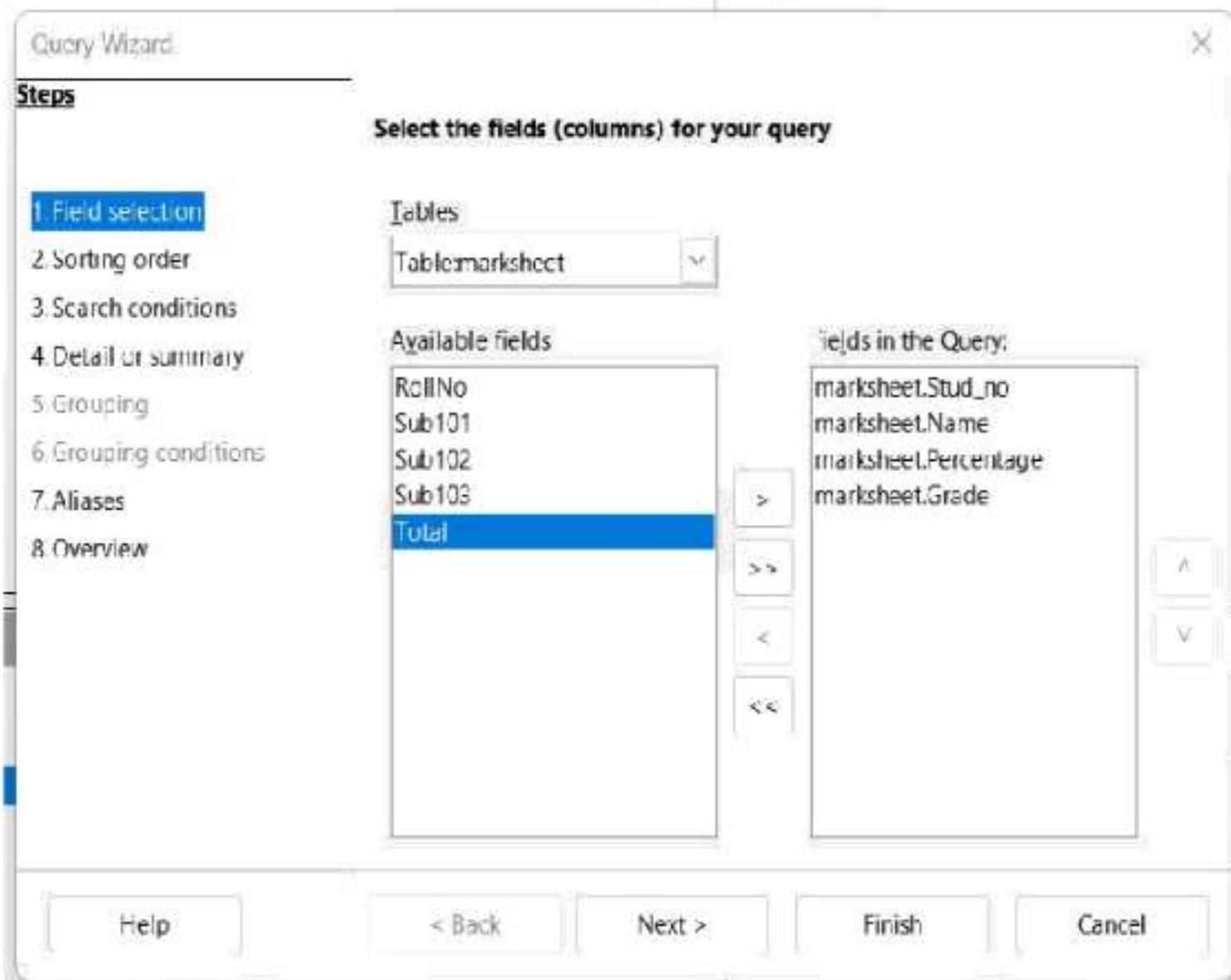
Available fields

- Stud no
- RollNo
- Sub101
- Sub102
- Sub103
- Sub1031
- Total
- Percentage
- Grade

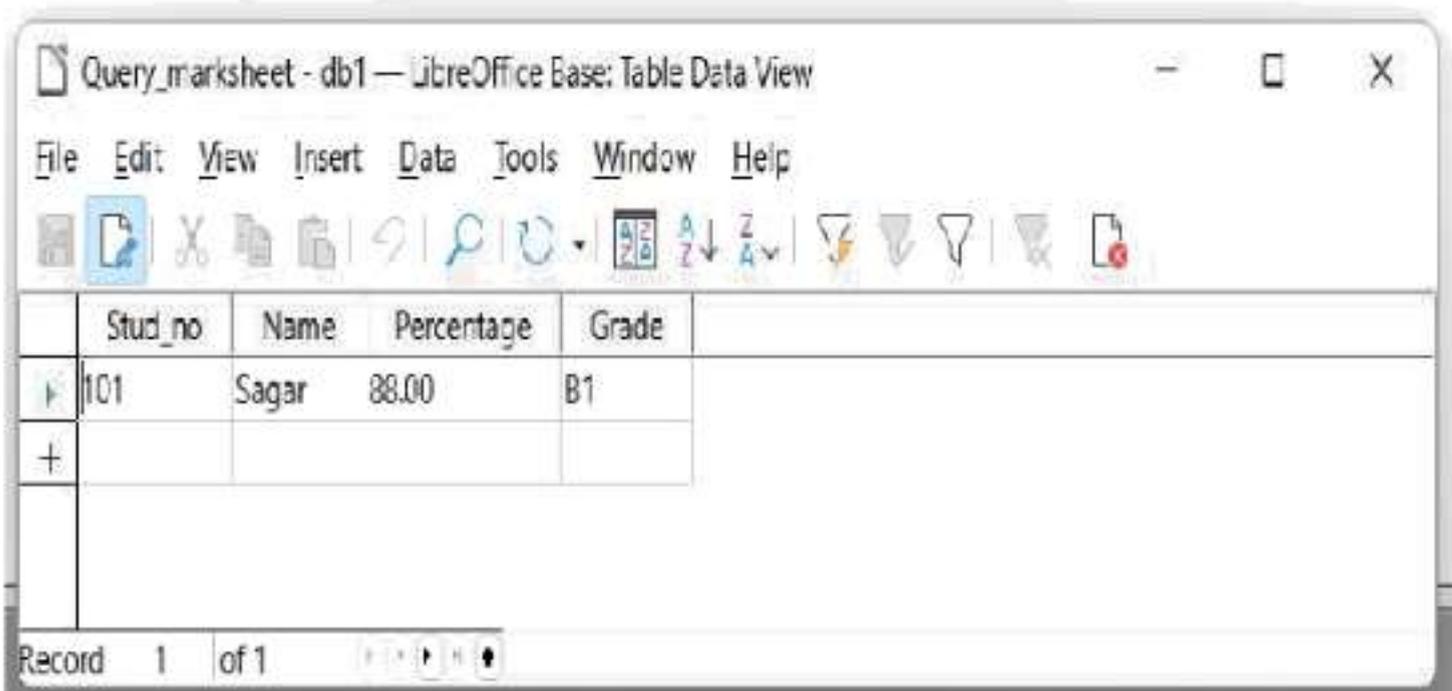
Fields in the Query:

Help < Back Next > Finish Cancel

3. Select the table marksheet and select the fields given the question.



4. Click on finish.





Design View

→ Display maximum marks and minimum marks for the fields given in the question, using design view.

1. Click Queries → Create Query in Design View....
2. The query design window will open.
3. Select the marksheet table and click on Add button.
4. Now select the field Sub101 and Sub102.
5. Choose the function maximum under Sub101 and Minimum under Sub102.
6. Save the query and check the result.

Query Design:

db1.odb : Query1 — LibreOffice Base Query Design

File Edit View Insert Tools Window Help

marksheet

- +
- ↑ stud no
- Name
- RollNo
- Sub101
- Sub102
- Sub103
- Total
- Percentage
- Grade

Field:	Sub101	Sub102		
Alias:				
Table:	marksheet	marksheet		
Sort:				
Visible:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Function:	Maximum	Minimum		

Output:

Query1 - db1 — LibreOffice Base Table Data View

File Edit View Insert Data Tools Window Help

	MAX("marksheet"."Sub101")	MIN("marksheet"."Sub102")
1	27	25

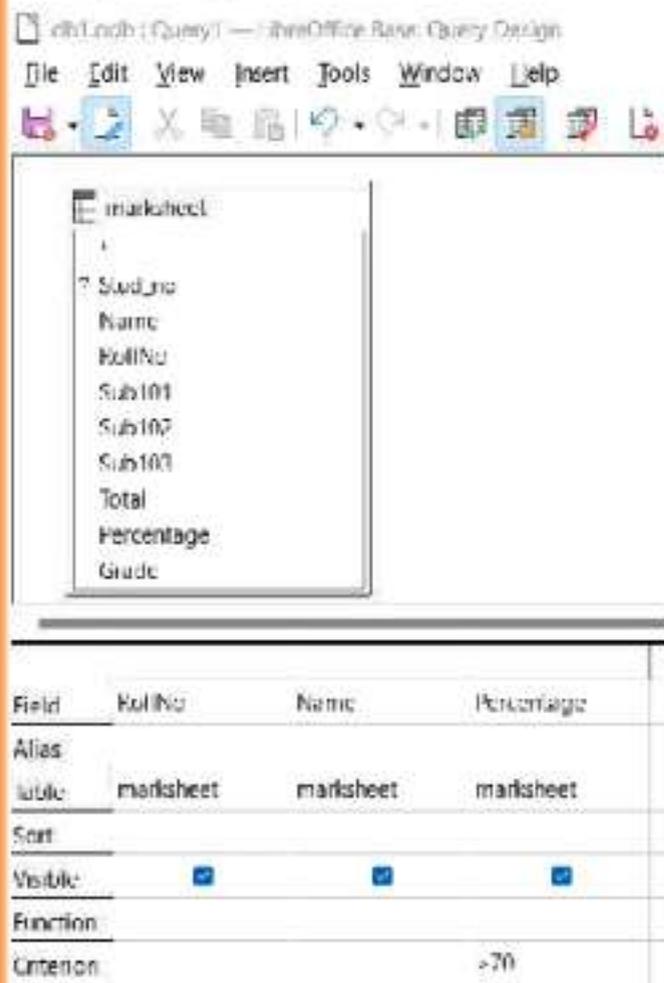
Record 1 of 1

Assignment 3 (Query using criterion and sorting)

→ Display the rollno, name and percentage whose percentage are more than 70 using design view

1. Click Queries → Create Query in Design View....
2. The query design window will open.
3. Select the marksheet table and click on Add button.
4. Select columns given in the question i.e. Rollno, Name and Percentage.
5. Type >70 in the front of criterion under the percentage field.
6. Save the query and check the result.

Query Design:



The screenshot shows the LibreOffice Base Query Design window. The 'marksheet' table is selected, and the following fields are listed: StudNo, Name, RollNo, Sub101, Sub102, Sub103, Total, Percentage, and Grade. The query design grid is as follows:

Field	RollNo	Name	Percentage
Table:	marksheet	marksheet	marksheet
Sort			
Visible	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function			
Criterion			>70

Output:



The screenshot shows the LibreOffice Base Table Data View window. The query results are displayed in a table:

RollNo	Name	Percentage
105	Sagar	100.00

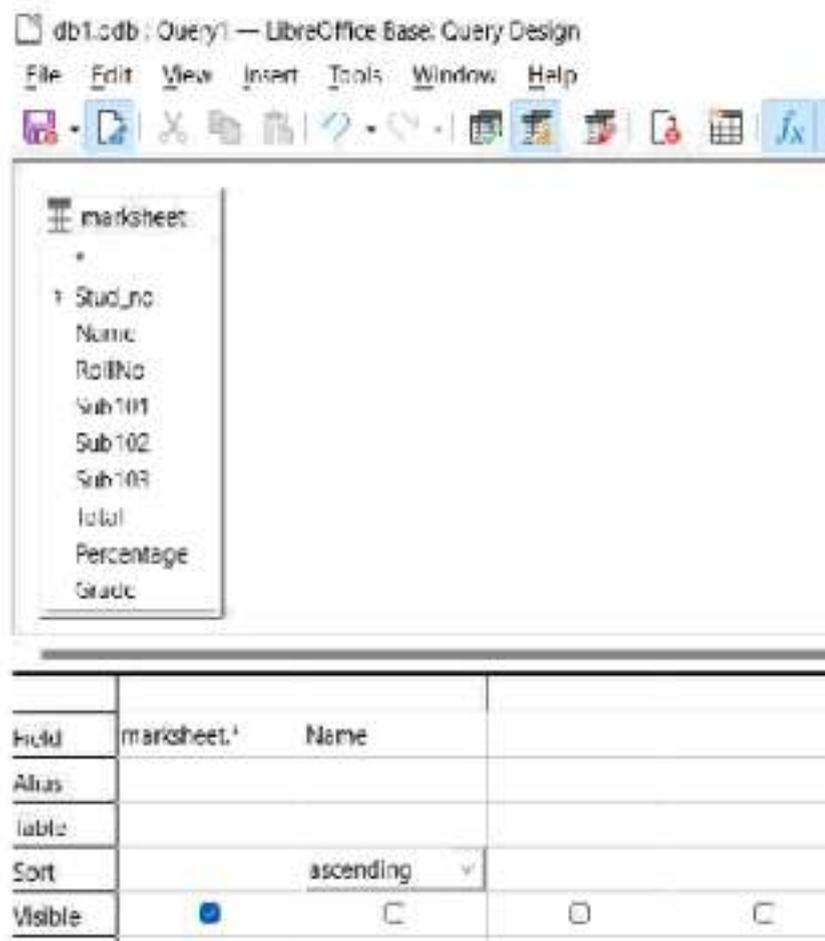
Record: 1 of 1



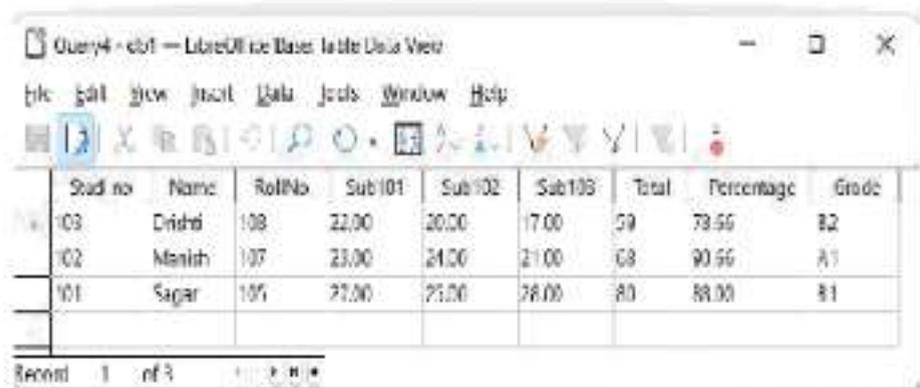
Display all the record in ascending order of names using design view.

1. Click Queries → Create Query in Design View....
2. The query design window will open.
3. Select the marksheet table and click on Add button.
4. Select marksheet.* and name in the column list.
5. Select sort → ascending under name field.
6. Now click on Visible checkbox to hide the name column in result.
7. Save the query and check the result.

Query Design View



Output:



Learning Outcome – Create Forms and Reports using wizard

Assignment 4

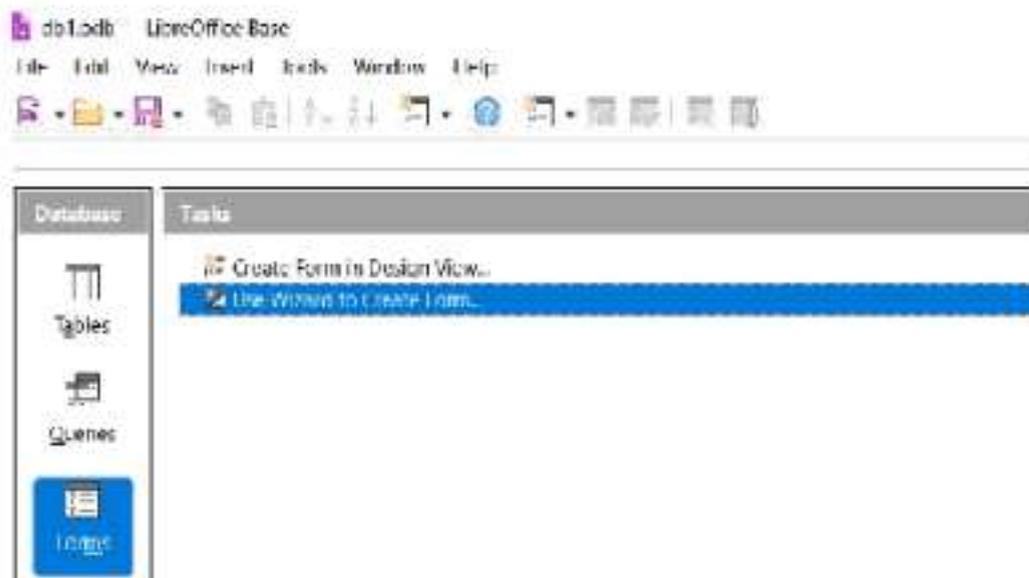
Objective: Creating form using wizard

Task: Create table a form using wizard by selecting all the fields for the table - Marksheet

Solution

Steps to create a form using wizard

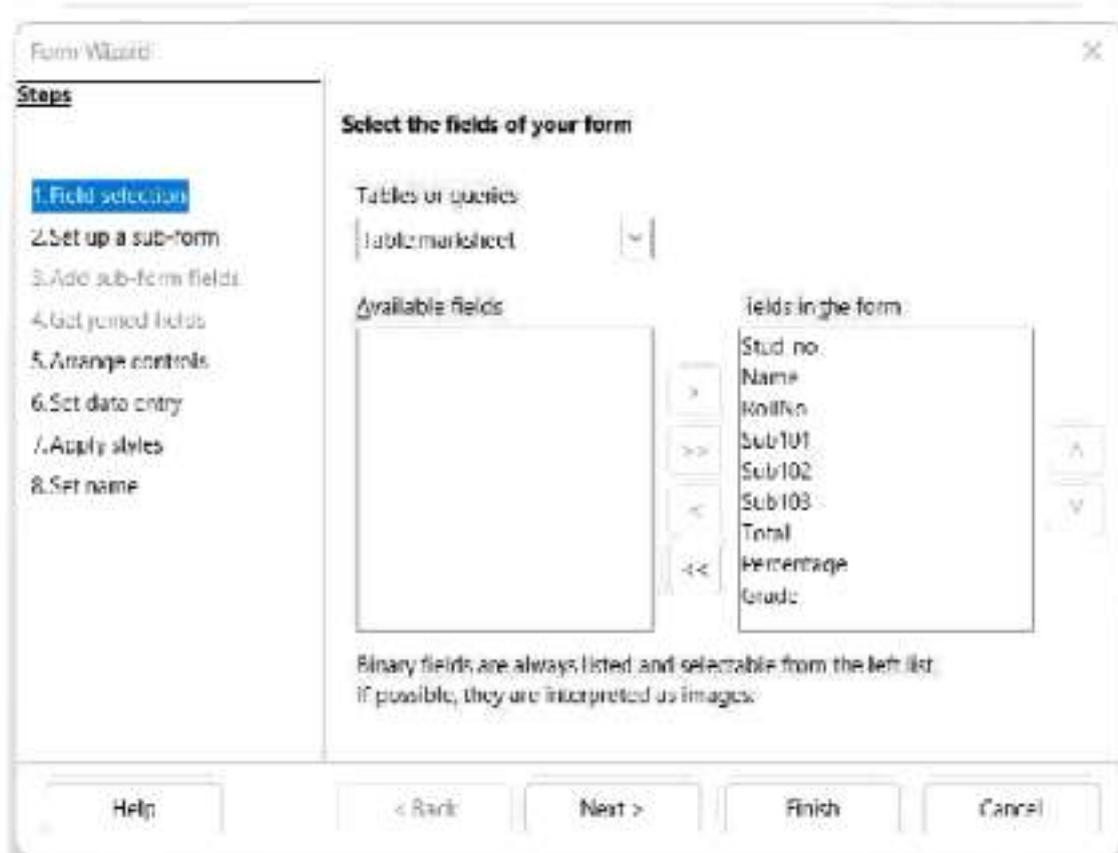
1. Click on Forms → Use Wizard to Create Form...



2. A Form Wizard appears.

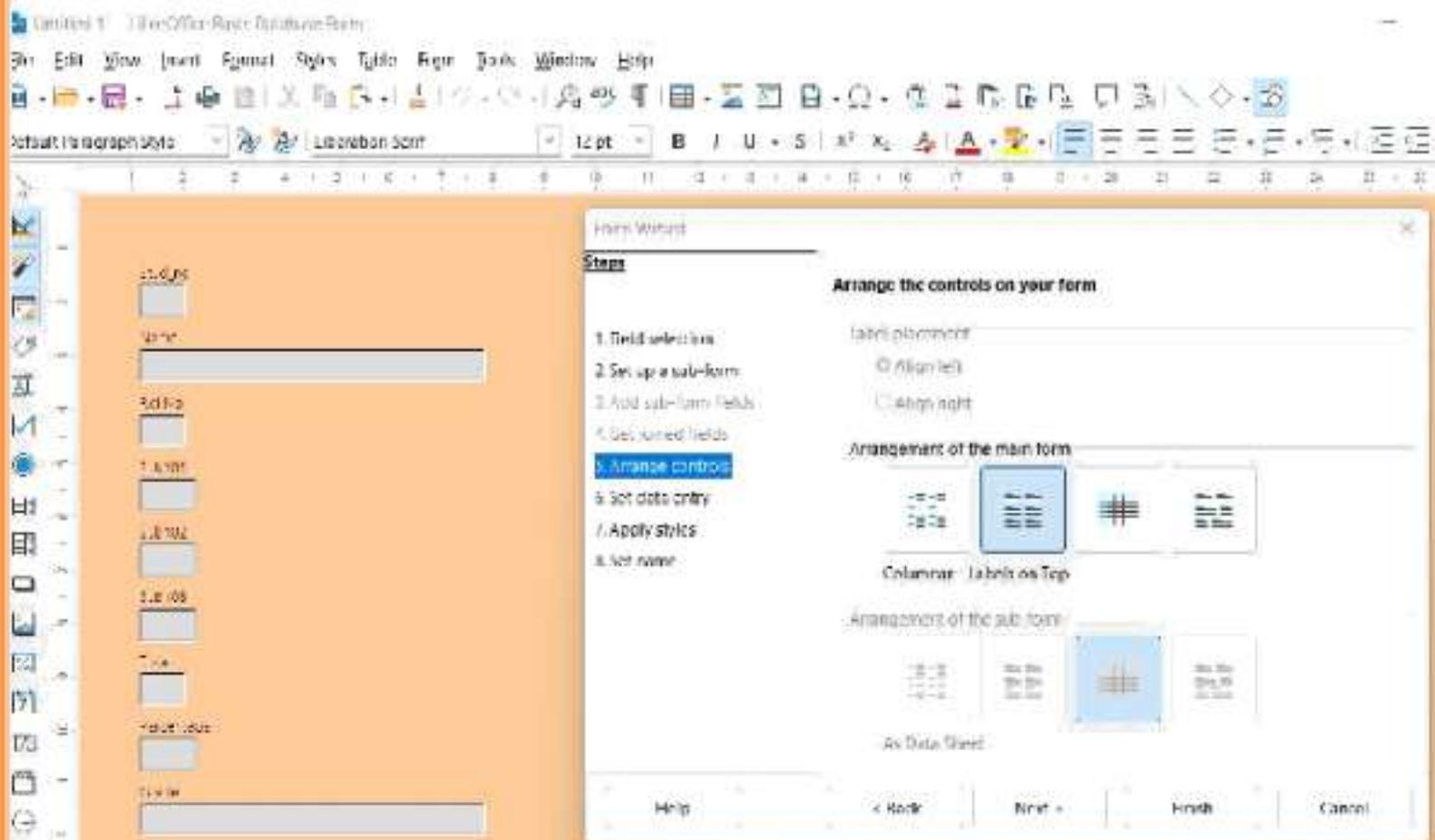


3. Select the table from Tables or Queries then add all the fields.

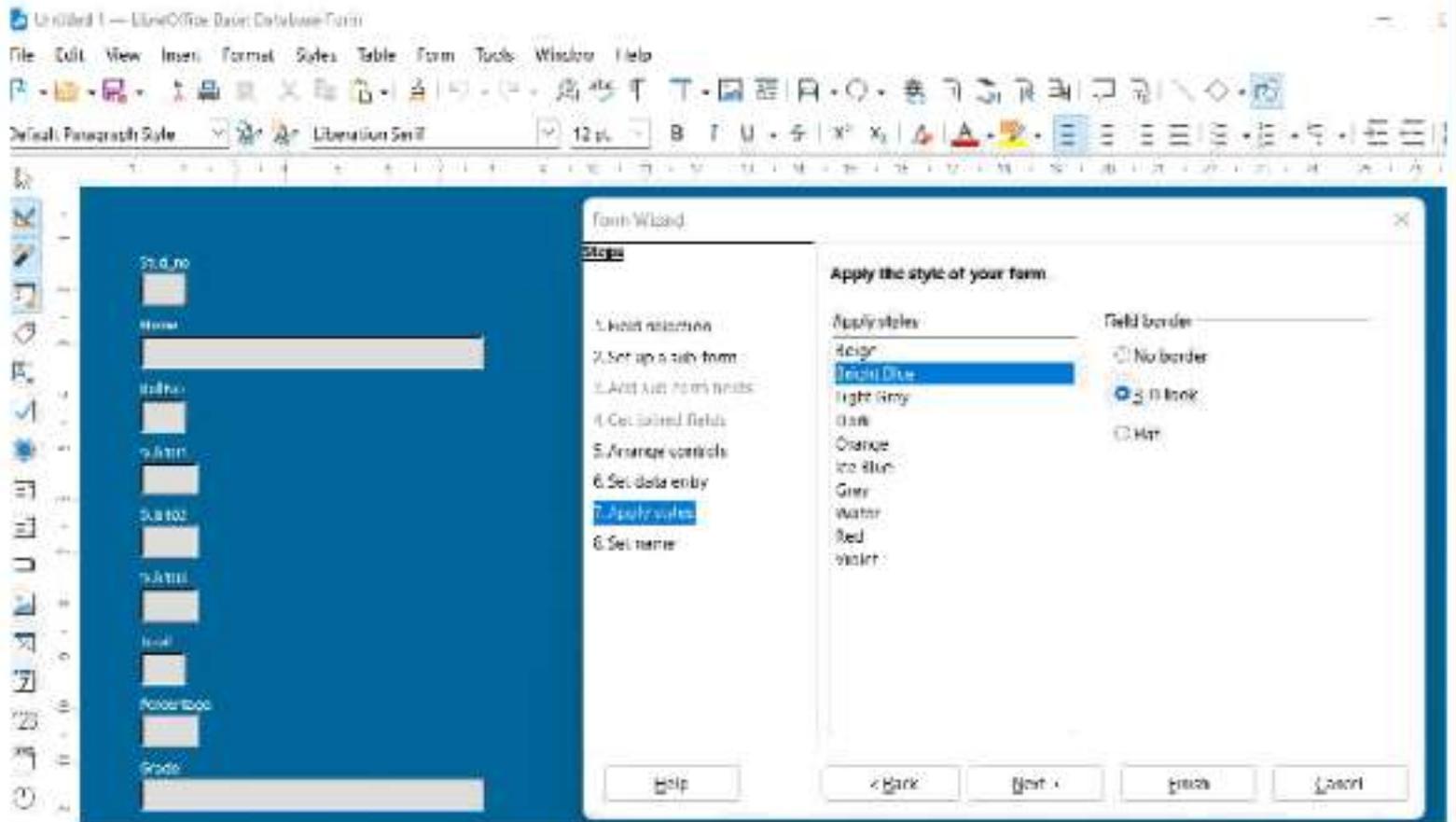


4. Click on Next button. Ignore step 3 and step 4 from wizard.

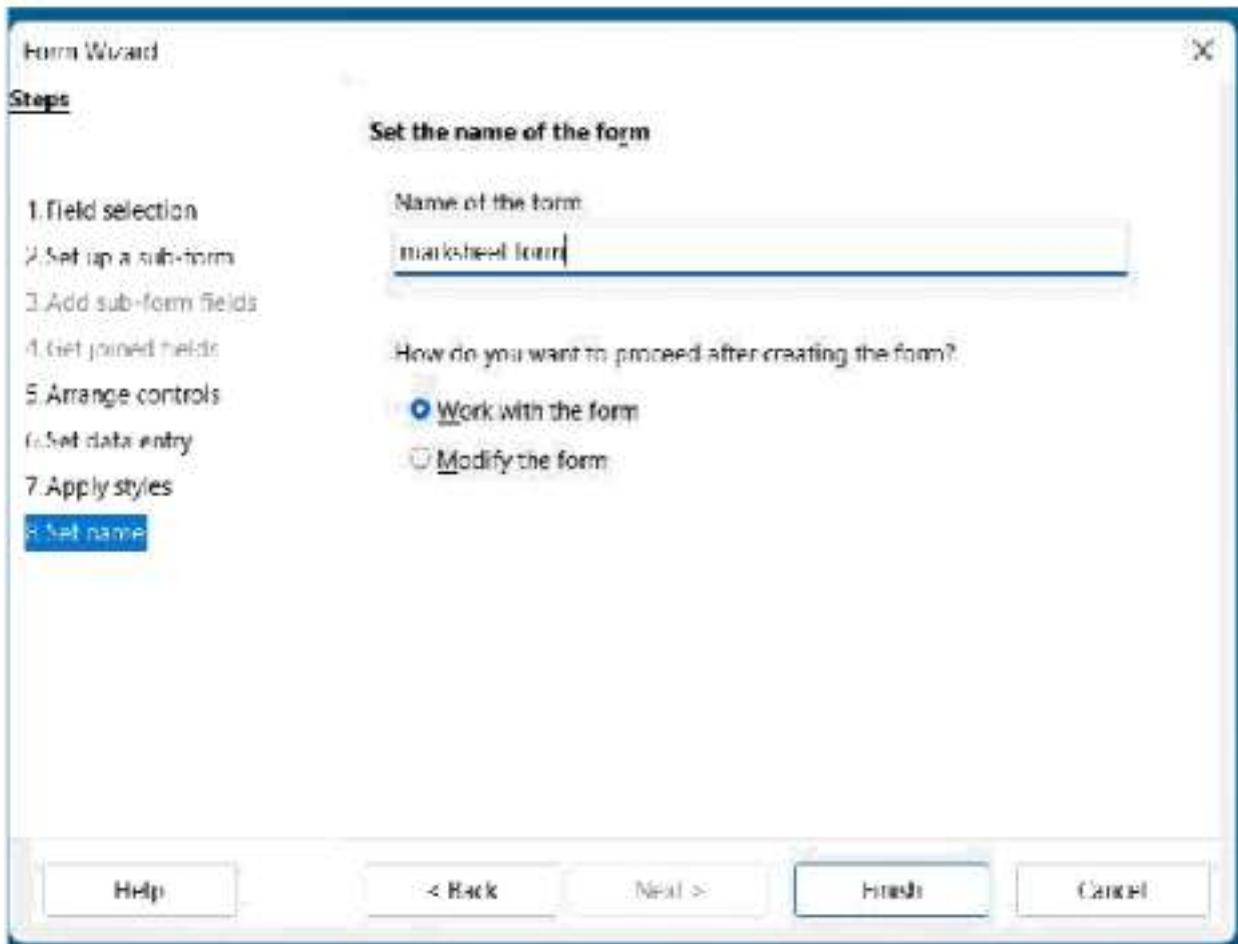
5. Select the first option i.e. Columnar – Labels Left then click on the next button.



6. Now set data entry step will be there. Ignore this step and click on Next. Choose the styles for the form interface and click on next.



7. Type new name for the form and click on work with the form. Click on Finish



Form Output:

db1.cdb: marksheet form — LibreOffice Base: Database Form

File Edit View Insert Format Styles Table Form Tools Window Help



Start_no	1.1
Name	Sagar
Rollno	175
Sub101	27.00
Sub102	25.00
Sub103	28.00
Total	80
Percentage	80.00
Grade	B1

Record 1 of 3



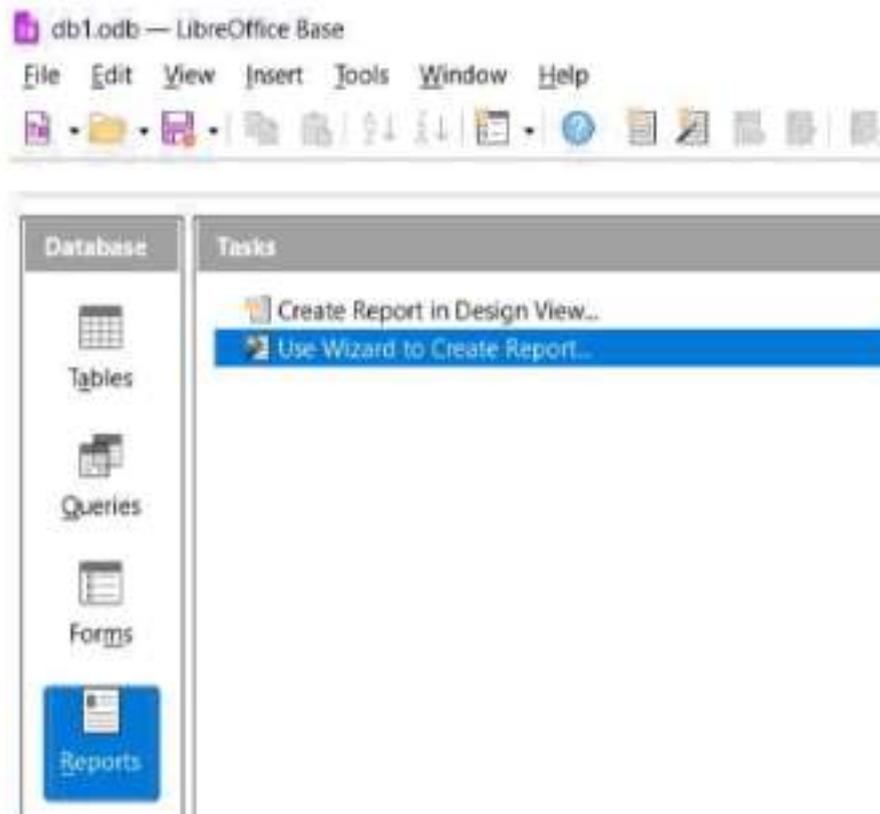
Assignment 5

Objective: Creating report using wizard

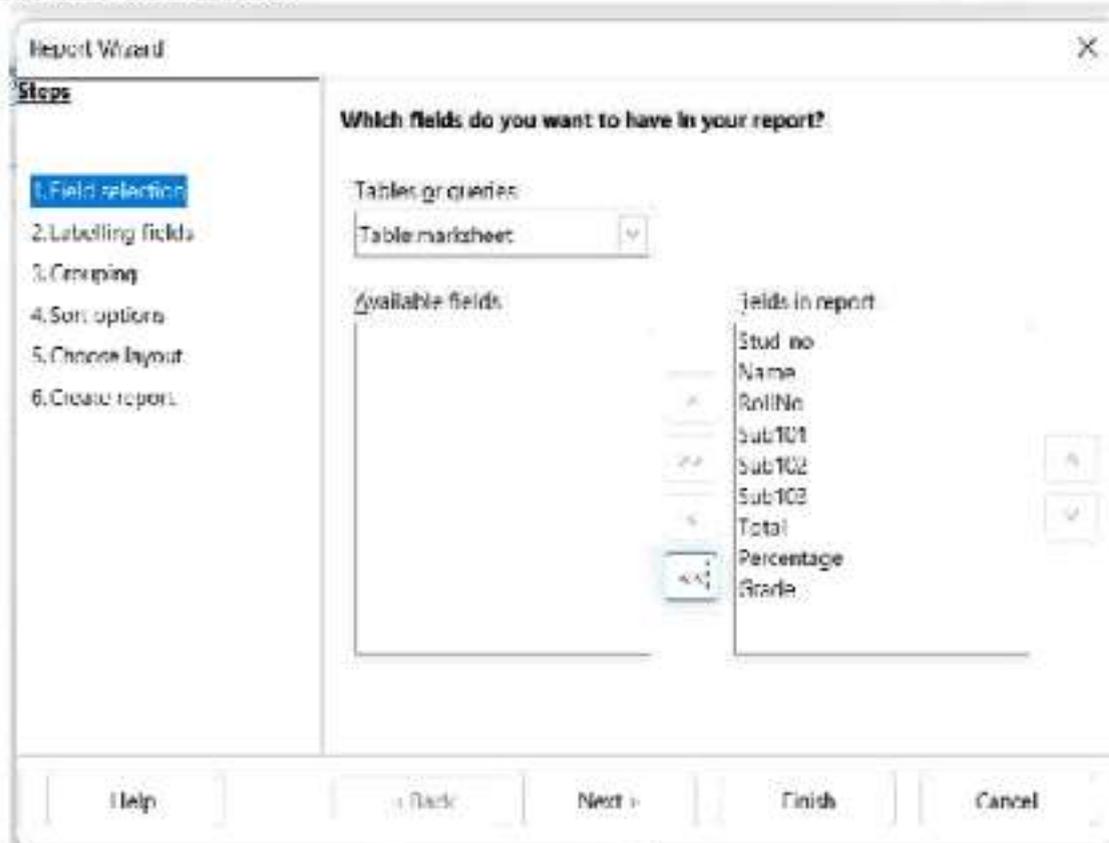
Task: Create table a report using wizard by selecting all the fields for the table - Marksheet

Solution

1. Click on Reports → Use Wizard to Create report. The report wizard will open in the new window.



2. Select the table and add fields.



3. Now change the label text that you want in the report. I have changed the label Stud_no into Adm. No. Click on Next.

The screenshot shows the 'Report Wizard' dialog box at step 2, 'Labelling fields'. The 'Steps' list on the left includes: 1. Field selection, 2. Labelling fields (highlighted), 3. Grouping, 4. Sort options, 5. Choose layout, and 6. Create report. The main area is titled 'How do you want to label the fields?' and contains a table with two columns: 'Field' and 'Label'. The 'Field' column lists 'Stud_no', 'Name', 'RollNo', 'Sub101', 'Sub102', 'Sub103', and 'Total'. The 'Label' column shows the corresponding labels: 'Adm_No' (with the text 'Adm_No' selected in the input field), 'Name', 'RollNo', 'Sub101', 'Sub102', 'Sub103', and 'Total'. At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

Field	Label
Stud_no	Adm_No
Name	Name
RollNo	RollNo
Sub101	Sub101
Sub102	Sub102
Sub103	Sub103
Total	Total

4. I have skipped grouping and sorting options by click on Next button.
5. Now choose the layout. I have selected Columnar, Single Column as Layout of Data, Landscape Orientation and Click on Next.

The screenshot shows the 'Report Wizard' dialog box at step 5, 'Choose layout'. The 'Steps' list on the left includes: 1. Field selection, 2. Labelling fields, 3. Grouping, 4. Sort options, 5. Choose layout (highlighted), and 6. Create report. The main area is titled 'How do you want your report to look?' and is divided into two sections. The first section, 'Layout of data', has a list box with options: 'Tabular', 'Columnar, single-column' (highlighted), 'Columnar, two columns', 'Columnar, three columns', 'In blocks, labels above', and 'In blocks, labels left'. The second section, 'Layout of headings and footers', has a list box with the option 'Default' (highlighted). Below these sections, there is an 'Orientation' section with two radio buttons: 'Landscape' (checked) and 'Portrait'. At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

6. Now type the title of the report and select dynamic report → Create report now option.

Report Wizard

Steps

1. Field selection
2. Labeling fields
3. Grouping
4. Sort options
5. Choose layout

Decide how you want to proceed

Title of report
marksheet report

What kind of report do you want to create?

Static report

Dynamic report

How do you want to proceed after creating the report?

Modify report layout

Create report now

Help < Back Next > Finish Cancel

7. Now click on finish.

Output:

Adm_No	301
Name	Seper
RollNo	305
Sub101	27.00
Sub102	25.00
Sub103	28.00
Total	80
Percentage	88.00
Grade	B1
Adm_No	302
Name	Mensah
RollNo	307
Sub101	23.00
Sub102	24.00
Sub103	21.00
Total	68
Percentage	90.66
Grade	A1
Adm_No	303
Name	Ensho
RollNo	308
Sub101	22.00
Sub102	20.00
Sub103	17.00
Total	59
Percentage	78.66
Grade	B2