

MOCK PRACTICAL TEST

Question 1: A business sales spreadsheet is having the data of salespersons' performance

1. Create a spreadsheet with these headings:
Salesperson | Week 1 | Week 2 | Week 3 | Week 4 | Total Sales | Average Sales
2. Enter sample data for **6 salespersons**.
3. Use formulas:
 - **Total Sales:** =SUM(B2:E2)
 - **Average Sales:** =AVERAGE(B2:E2)
4. Apply **Conditional Formatting (Highlight Cell Rules)** to:
 - Highlight **Total Sales** above **5000** in **light green**.
 - Highlight **Total Sales** below **3000** in **light red**.
5. Save your file as **"Sales_Report_Grade7"**.

Question 2: A school keeps a database table to store information about the students.

The fields of the table are:

Field name	Description
Student ID	unique code to identify each student
Student name	Name of student
Age	Stores the age of students in numeric form
Class	Stores the class of students in numeric form
Section	Section of student
Marks obtained	Marks obtained by students

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i. Identify the field names or labels in the given database. []/1

ii. Identify the field that should be used as the primary key. []/1

iii. Complete the query-by-example grid to output all the student's data that are older than 10 years.
Show only the student name, age and class fields.
[]/2

Field						
Table						
Sort						
Show	☐	☐	☐	☐	☐	☐
Criteria						
Or:						

iv. Complete the given database table by populating it using suitable values. []/3

Student ID	Student name	Age	Class	Section	Marks obtained

- v. Complete the query-by-example grid to output the student's data who scored more than 100 marks.
Show the student name, class and marks obtained fields only.
[___/3]

Field						
Table						
Sort						
Show	☐	☐	☐	☐	☐	☐
Criteria						
Or:						