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## Computerised Accounting Practical Model

Model # 001

Project No :

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Title : Naming the Range, Sum, Sumif, Min, Max and Average

### Question

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Below is given the table showing the Name, Department and Salary paid for different employees

Employee Name	Department	Monthly Salary (Rs)
Ratheesh	Purchase	25000
Samad	Production	22000
Karan	Sales	18000
Meera	Production	23000
James	Sales	38000
Sameer	Purchase	17500
Sumithra	Purchase	24500

Assign names for the Employee Name column as 'Name', Department column as 'Dept' and Monthly Salary column as 'Salary'. Find the following by using the range names.

- Total of Monthly Salary
- Highest Monthly Salary
- lowest Monthly Salary
- Average Monthly Salary
- Total Monthly Salary paid in the Production Department.

### Procedure

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- Step-1 : Open a blank sheet in Libre Office Calc
- Step-2 : Enter the table headings as 'Employee Name' in A1, 'Department' in B1 and 'Monthly Salary' in C1
- Step-3 : Enter employee names, Departments and Salary Amounts in the range A2:C8.
- Step-4 : Select the range A2:A8 , Go to the menu Insert > Names > Define to name this range as 'Name'
- Step-5 : Select the range B2:B8 , Go to the menu Insert > Names > Define to name this range as 'Dept'

Step-6 : Select the range C2:C8 , Go to the menu Insert > Names > Define to name this range as 'Salary'

Step-7 : Enter the following Text in different cells as given below

Cell	Formula
A10	Total Monthly Salary
A11	Highest Monthly Salary
A12	Lowest Monthly Salary
A13	Average Monthly Salary
A14	Total Monthly Salary in Production Dept

Step-8 : Enter the following Formula in different cells as given below

Cell	Formula
B10	=Sum(Salary)
B11	=Max(Salary)
B12	=Min(Salary)
B13	=Average(Salary)
B14	=SUMIF(Dept,"Production",Salary)

## Output

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Total Monthly Salary	168000
Highest Monthly Salary	38000
Lowest Monthly Salary	17500
Average Monthly Salary	24000
Total Monthly Salary in Production Dept	45000