



IT-Midterm Study guideline for grade 6

The exam will be practical completely.

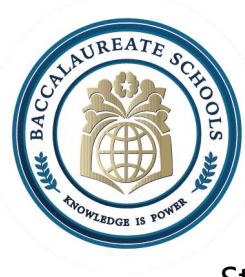
Material:

1. Basic Functions and Operations

- **Sum:** How to add numbers in a range of cells.
 - Example: `=SUM (A1 : A5)`
- **Subtraction:** How to subtract numbers in cells.
 - Example: `=A1-A2`
- **Average:** How to calculate the average of numbers in a range of cells.
 - Example: `=AVERAGE (A1 : A5)`
- **Min/Max:** How to find the smallest (Min) and largest (Max) numbers in a range.
 - Example for Min: `=MIN (A1 : A5)`
 - Example for Max: `=MAX (A1 : A5)`

2. Cell Operations

- **Naming Cells:** How to know the name of specific cell (by row and column numbers).
- **Merge Cells:** How to combine multiple cells into one.



- Steps: Select cells, right-click and choose "Merge Cells".
- Example: Merging a title across columns.

3. Mathematical Formulas

- **Multiplication:** How to multiply numbers in WPS Sheets.
 - Example: `=A1*B1`
- **Division:** How to divide numbers in WPS Sheets.
 - Example: `=A1/B1`

4. Writing Formulas

- Be able to write basic formulas using:
 - **= (equals sign):** Always start a formula with =.
 - Basic operations such as + (addition), - (subtraction), * (multiplication), and / (division).

Preparation Tips:

- Practice typing formulas and using functions like SUM, AVERAGE, MIN, and MAX.
- Make sure to understand how to use cell references and naming.
- Practice opening the program and applying the above skills to a blank worksheet.



WPS Sheets Practical Training Worksheet

1. Basic Functions and Operations

Task A: Enter the following numbers in cells **A1** to **A4**:

- **A1:** 12
- **A2:** 7
- **A3:** 10
- **A4:** 5

Tasks:

- In **B1**, write a formula to calculate the **sum** of the values in **A1:A4**.
- In **B2**, write a formula to find the **difference** between **A3** and **A2**.
- In **B3**, write a formula to find the **average** of the values in **A1:A4**.
- In **B4**, write a formula to find the **maximum** number from **A1:A4**.

2. Merging Cells

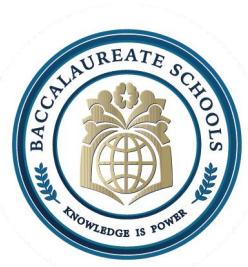
Task D:

Enter the following text in cells **G1** to **G3**:

- **G1:** "Math"
- **G2:** "Science"
- **G3:** "History"

Task:

- Merge cells **G1**, **G2**, and **G3** into one large cell, and change the text to "Subjects".



7. Challenge: Creating a Gradebook

Task G: Create a gradebook for three subjects. Use the following template:

Student Name	Math	Science	History	Average
Student 1	80	90	70	
Student 2	85	75	95	
Student 3	90	80	85	

Tasks:

- In **E2**, write a formula to calculate the **average** grade for **Student 1** (use the formula `=AVERAGE (B2 : D2)`).
- Apply the same formula to **E3** and **E4** for **Student 2** and **Student 3**.