

UNIT: 23- LIBRE OFFICE CALC

Class: VIII

Subject: Science

I. Choose the best answer.

- All functions begins with an _____ sign
a) = b) - c) > d) }
- _____ function is used to calculate the total of a given set of values.
a) Average b) **Sum** c) Min d) Max
- The _____ character is used in text formula.
a) **Ampersand** b) Comma c) Exclamation d) Hyperlink
- Which of the following is a relational operator?
a) + b) **>** c) - d) NOT
- The _____ function returns the smallest value in a set of values.
a) Average b) Sum c) **Min** d) Max

II. Answer in detail.

1. Explain count function with an example.

Function	description	Example	Result
COUNT()	Counts the number of values (cell containing numbers)	= COUNT (A2:A6)	5

2. What is the purpose of charts?

The purpose of chart is to visualize the data for easy understanding.

3. What is the use of Sorting?

Arranging a given set of data according to a particular order (ascending or descending) is called sorting.

4. What is the use of MAX () and MIN () functions?

Function	description	Example	Result
MAX()	Calculates the maximum value from a given set of values	= MAX(A2:A6)	87
MIN ()	Calculates the minimum value from a given set of values	= MIN(A2:A6)	47

5. What is cell address?

The cell address is a combination of column letter and row number. The first active cell's address will be A1. The name box displays the address of the active cell.

