

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## DATA ANALYSIS

## Chapter-7

### 1. Write short notes on the following:

- (a) = MIN (5,7,8)
- (b) = Left("Computer", 4)
- (c) = AVERAGE(12,3,6)
- (d) = TODAY()
- (e) = LEN("Touch")
- (f) = COUNT(4,8,12)

### 2. Differentiate between the following:

- (a) NOW() and TODAY()
- (b) Operands and Operators
- (c) Formula and Function
- (d) Relative Referencing and Absolute Referencing
- (e) Chart Area and Plot Area
- (f) Area chart and Line chart
- (g) X-Axis and Y-Axis

### 3. Guess who am I?

- (a) I am a quick and easy way to get required information from the subset of data in a range of cells.
- (b) I am the heading text that helps to identify the chart.
- (c) I am a type of chart used to view information that is shown by lines at equal intervals.
- (d) I am a type of chart displays single type of data item.
- (e) I am the menu used to create a chart in Calc.
- (f) I am the addressing of a cell in a formula.
- (g) I am a sign that is put before the row number and column name in absolute referencing.

### 4. Answer the following questions:

- (a) What is the use of AND function?
- (b) Which error is occurred when 'Calc' does not recognize text in a formula?
- (c) What is sorting?
- (d) What is bar chart?