

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMULAS, FUNCTIONS AND CHARTS IN CALC

Chapter-6

A. Tick (✓) the correct option.

- Which one of these function returns the current date of the computer?

a. YEAR(TODAY())	☐	b. TODAY()	☐
c. DAY(TODAY())	☐	d. None of these	☐
- Calc calculates before addition and subtraction.

a. multiplication and division	☐	b. multiplication	☐
c. division	☐	d. None of these	☐
- Which one of these function converts the text string into lower case?

a. LOWER(Text)	☐	b. UPPER(Text)	☐
c. both a & b	☐	c. RIGHT(Text)	☐
- Which one of these shows the meanings of symbols and colours used in the chart?

a. Legend	☐	b. Gridlines	☐
c. Y-axis	☐	d. Labels	☐
- LibreOffice Calc follows rule for doing mathematical calculations.

a. BEDMOS	☐	b. BODMAS	☐
c. BODMOS	☐	d. BEDMAS	☐

B. Complete the steps to change the chart layout.

Step 1: anywhere on the

Step 2: Click on the tool from the

Step 3: In dialog box, type title for the , X-axis and Y-axis.

Step 4: Click on the button.

Step 5: Click on button.

Step 6: Click on button to move the of the chart to of the chart.