

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FORMULAS, FUNCTIONS AND CHARTS IN CALC.

A. Read the clues and answer the following:

1. It returns the largest value in the given range.
2. This type of chart displays data in the form of vertical bars, used to compare different categories.
3. It is a built-in function that returns the current date.
4. It calculates the maximum, minimum, average, etc. of a set of numeric data.

B. Circle the correct option.

1. Absolute cell references in Calc use the (dollar (\$) / equal (=) symbol).
2. Built-in formulas in Calc are called (functions/methods).
3. The (Hash/period) separates the worksheet portion of the reference from the cell portion.
4. When a cell is selected, the (Status Bar/Formula Bar) shows the formula you just typed.
5. (Statistical / Mathematical) calculates the square root or absolute value of a number, product of numbers, etc.

C. Write the purpose of the following functions in Calc:

1. LEN() –
2. COUNT() –
3. UPPER() –
4. SQRT() –

D. Identify the following tools of Calc:



1.

2.