Chapter 4 Electronic spreadsheet part 2

Q10. Can you include more than one mathematical operators in a formula?

Ans. Yes we can include more than one mathematical operators in a formula for example = (A1 + B1) – C1

Q11. How to make visible the desired toolbar in a spreadsheet?

Ans. Steps to make visible the desired toolbar in a spreadsheet are:

1. Select Toolbar option from the view menu.
2. Click on the desired toolbar from the list of toolbars.

Q12. Give the syntax and example of any three mathematical functions in spreadsheet

Ans. Following are the three mathematical functions.

Function Name	Syntax	Example
SUM	SUM(Number1,Number2,…..)	=SUM(3, 6, 5) Result : 14
POWER	POWER(Base, Exponent)	=POWER(2,3) Result : 8 =POWER(3, 2) Result : 9
SQRT	SQRT(Number)	=SQRT(16) Result : 4 =SQRT(25) Result : 5

Q13. Give the syntax and example of any three statistical functions in spreadsheet

Ans. Following are the three statistical functions in spreadsheet:

Function Name	Syntax	Example
AVERAGE	AVERAGE(Number1,Number2,….) It returns the average of the number entered as argument	=AVERAGE(3, 6, 9) Result : 6
MAX	MAX(Number1,Number2,……) It returns the largest of the number entered as argument	=MAX(3, 56, 45) Result : 56
MIN	MIN(Number1,Number2,……) It returns the smallest of the number entered as argument	=MIN(13, 56, 45) Result : 13
COUNT	COUNT(Number1,Number2,……) It returns how many numbers are given/passed as argument.	=COUNT(3, 56, 45) Result : 3

Q14. Give the syntax and example of any three decision making functions in spreadsheet.

Ans. Following are the three decision making functions in spreadsheet.

Function Name	Syntax	Example

IF	IF(Test, Then Value, Otherwise Value)	=IF(3>7, “Hello”,“Bye”) Result : Bye
IFERROR	IFERROR(Value, Alternative Value) It returns value, if there is no error in value else Alternative Value	=IFERROR(7, 2+3) Result : 7
IFS	IFS(Test1, Result1, Test2, Result2 …) It checks one or more conditions and returns a value corresponding to the first true conditions	=IFS(35 > 6,True, 9 > 45,False) Result : True ie 1

Q15. Give the syntax and example of any three date and time functions in spreadsheet.

Ans. Following are the three date and time functions in spreadsheet:

Function Name	Syntax	Example
NOW	NOW( ) It returns the current date and time of the computer	=NOW( ) Result : (current date and time)

TODAY	TODAY( ) It returns the current date of the computer	=TODAY( ) Result : (current date)
EASTERSUNDAY	=EASTERSUNDAY(Year) It Returns the date of Easter Sunday in a given year	=EASTERSUNDAY(06/17/2021) Result : 04/04/21

Q16. Give the syntax and example of any three logical functions in spreadsheet.

Function Name	Syntax	Example
NOT	NOT(Logical Value) It negates the truth. If the condition is True, it return False and Vice Versa	=NOT(78 > 72) Result : False
AND	AND(Logical Value 1, Logical Value 2……) It returns True, if all conditions/arguments are True	=AND(35 > 6, 90 > 45) Result : True
OR	OR(Logical Value 1, Logical Value 2……) It returns True, if any of the given conditions/arguments are True	=OR(35 > 6, 9 > 45) Result : True

Q17. Give the syntax and example of any three string functions in spreadsheet.

Ans. Following are the three string functions in spreadsheet.

Function Name	Syntax	Example
LEN	LEN(Text) It returns the length of the text/string	=LEN(“Spreadsheet”) Result : 11
LOWER	LOWER(Text) It converts the text into Lower Case	=LOWER(“RAMAN”) Result : raman
UPPER	=UPPER(Text) It converts the text into Upper Case	=UPPER(“raman”) Result : RAMAN

Q18. Explain the advantages of drawing a chart in Calc.

Ans. Advantages of drawing a chart in Calc are :

1. It summarizes large data into graphical form.
2. It gives better understanding of trends or comparison to audience.
3. It easily compares two or more data values.

Q19. Explain in one line each the various types of charts.

Ans. Various types of charts are

Type	Purpose
Column Chart	Comparing classes of data items in group. This type shows a bar chart with vertical bars. The height of each bar is proportional to its value
Bar Chart	Comparing classes of data items in group. This type shows a bar chart with horizontal bars. The length of each bar is proportional to its value

Line Chart	A line chart shows values as points on the y axis. The x axis shows categories.
Pie Chart	A pie chart shows values as circular sectors of the total circle. The length of the arc, or the area of each sector, is proportional to its value.
XY Scatter Chart	An XY chart is based on one data series. Each value pair (x|y) is shown as a point in a coordinate system.

Q20. Write the steps to insert a chart in Calc.

Ans. Steps to insert a chart in Calc. are:

1. Select the range of data.
2. Click on Insert menu → Chart
3. Select the type of chart.
4. Click Finish

Q21. Name and explain any five components of a chart in a spreadsheet package.

Ans. Components of a chart in a spreadsheet are: (Write any five)

1. Chart Area of the Chart
2. Plot Area of the Chart
3. Data Points that are plotted in the chart
4. Horizontal and Vertical Axis in the chart
5. Legend of the chart
6. Chart and Axis Title used in the chart
7. Data Label for identifying details of data point in the chart