

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Topic: Formulas, Functions and Charts

Libreoffice [Calc]

Subject: ITTNB

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Using Formulas for Numbers (Addition, Subtraction, Multiplication & Division)

User may need more than numbers and text on your spreadsheet. Often the contents of one cell depend on the contents of other cells. Formulas are equations that use numbers and variables to produce a result. Variables are placed in cells to hold data required by equations. A function is a predefined calculation entered in a cell to help you analyze or manipulate data. All you have to do is enter the arguments and the calculation is made automatically. Functions help you create the formulas required to get the results that you are looking for.

A formula consists of special code, which is entered into a cell. It performs some calculations and returns a result, which is displayed in the cell.

- A formula always begins with an equal sign (=). A formula is an equation whose result is shown in the cell.
- A cell containing a formula displays the formula's result.
- When selecting a cell containing a formula, the formula is always displayed in the formula bar.

The image shows a spreadsheet interface with a formula bar and a grid of cells. The formula bar at the top displays the formula `=A1+A2`. Below it, the spreadsheet grid shows columns A, B, and C, and rows 1 through 5. Cell A1 contains the number 20, and cell A2 contains the number 25. Cell A3 is selected and displays the result 45. Two callout boxes with arrows point to the formula bar and cell A3.

	A	B	C
1	20		
2	25		
3	45		
4			
5			

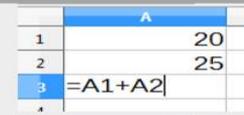
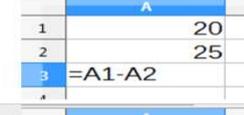
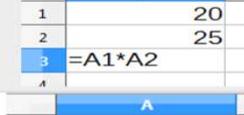
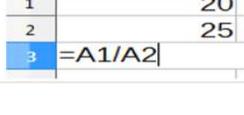
Formula can be seen or edit in formula bar

The cell that contains formula

Using Arithmetic Formulas

Arithmetic formulae are most common type of formula. They combine numbers, cell addresses, and function results with mathematical operators to perform calculations.

Table below summarizes the mathematical operators used in arithmetic formulas.

Operator	Name	Formula	Result
+	Addition		45
-	Subtraction		-5
*	Multiplication		500
/	Division		0.8

AutoSum

AutoSum feature of spreadsheet automatically calculates the sum of values in adjacent columns or rows. You need not to type the sum function. AutoSum Σ is found on the formula bar itself.

Steps for AutoSum:

- Click on the cell where you want to apply AutoSum (In example below, D5 cell)
- Click on AutoSum Σ button available on the formula bar
- The sum formula =sum (B5:C5) automatically appears on D5 cell
- Press the Enter key to complete the formula.
- Drag the AutoFill handle to automatically copy the formula respectively to each cell.

	A	B	C	D
1	ABC Schools			
2	Marks of class 5th			
3				
4	Name	Marks1	Marks2	Total
5	Rakesh	67	56	
6	Mahesh	76	45	
7	Suresh	87	58	
8	Radha	56	89	
9	Ram	75	78	
10	Shyam	65	67	
11	John	76	87	
12	Pinku	45	98	
13	Johny	76	67	
14	Karan	78	68	
15	Raj	65	62	
16	Divya	87	83	
17	Total			

Here, =sum(B5:C5)
automatically appear in
D5 cell by clicking
 Σ on button

	A	B	C	D
1	ABC Schools			
2	Marks of class 5th			
3				
4	Name	Marks1	Marks2	Total
5	Rakesh	67	56	
6	Mahesh	76	45	
7	Suresh	87	58	
8	Radha	56	89	
9	Ram	75	78	
10	Shyam	65	67	
11	John	76	87	
12	Pinku	45	98	
13	Johny	76	67	
14	Karan	78	68	
15	Raj	65	62	
16	Divya	87	83	
17	Total			

Here, =sum(B5:B16)
automatically appears
in D5 cell by clicking on
 Σ button

Assignment

- 1-What is formula in calc explain why it is necessary?
- 2-Explain mathematical operators in calc.