

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Functions (Sum, Count, Max, Min, Average)

Date: 11-06-2020

Libreoffice [Calc]

Functions (Sum, Count, Max, Min, Average):-

➤ **SUM** :-Adds all the numbers in a range of cells. Syntax:
SUM(number1; number2;...number30)

number1 to number30 are up to 30 numbers or ranges of numbers whose sum is to be calculated.SUM ignores any text or empty cell within a range or array.

Examples: SUM(2; 3; 4)

returns 9, because $2+3+4 = 9$.

SUM(B1:B3) (where cells B1, B2, B3 contain 5, 4, 3) returns 12.

SUM(B3:B4; D3:E4) returns 14

B	C	D	E
5		4	1
2		1	1
=SUM(B3:B4;D3:E4)			

➤ **COUNT**:-Counts the numbers in the list of arguments, ignoring text entries.

Syntax: COUNT(value1; value2; ... value30)

value1 to value30 are up to 30 values or ranges representing the values to be counted.

Examples: COUNT(2; 4; 6; "eight") returns 3, because 2, 4 and 6 are numbers ("eight" is text).

COUNT(B1:B3) where cells B1, B2, B3 contain 1, 3, and apple returns 2.

B	
	1
	3
	apple
=COUNT(B1:B3)	

- **MAX** :-Returns the maximum of a list of arguments, ignoring text entries. **Syntax:**

MAX(number1; number2; ... number30)

number1 to number30 are up to 30 numbers or ranges containing numbers.

Examples:

MAX(2; 6; 4) returns 6, the largest value in the list.

MAX(B1:B3) where cells B1, B2, B3 contain 7, 4, and apple returns 7

B	
	7
	4
	apple
=MAX(B1:B3)	

- **MIN** :-Returns the minimum of a list of arguments, ignoring text entries. **Syntax:**

MIN(number1; number2; ... number30)

number1 to number30 are up to 30 numbers or ranges containing numbers.

Example:

MIN(2; 6; 4) returns 2, the smallest value in the list.

- **AVERAGE** :-Returns the average of the arguments, ignoring text. **Syntax:**

AVERAGE(number1; number2; ... number30)

number1 to number30 are up to 30 numbers or ranges containing numbers.

Examples:

AVERAGE(2; 6; 4) returns 4, the average of the three numbers in the list.

AVERAGE(B1:B3)

where cells B1, B2, B3 contain 1, 3, and apple returns 2, the average of 1 and 3. Text is ignored.

B	
	1
	3
	apple
=AVERAGE(B1:B3)	

CONCATENATE :-Combines several text strings into one string. **Syntax:**
CONCATENATE(text1; text2; ... text30)

Text 1; Text 2; ... represent up to 30 text passages which are to be combined into one string.

The ampersand operator & may also be used to concatenate text in a formula, without the function.

Examples: CONCATENATE("al"; "tog"; "ether") returns *altogether*.

"al" & "tog" & "ether" also returns altogether.

CONCATENATE(A1; A2) where cell A1 contains "key" and cell A2 contains "board" returns keyboard.

	A	B	C	D
1	key	board	=CONCATENATE(A1;B1)	

Category of function in calc

Date & Time functions:- The Date & Time functions are used to manipulate dates and times. For example TODAY, NOW, YEAR, MONTH, DAY, HOUR, MINUTE, SECOND, DATE, TIME, etc.

TODAY():-Returns the current date (as a date-time serial number)
 Syntax: TODAY() ex. TODAY() returns 11/06/20

NOW():- Returns the current date and time. Syntax: NOW() ex now() returns 11/06/20 14:46

DATE():-returns the date, given the year, month and day of the month..

DATE(year; month; day)

returns the date, expressed as a date-time serial number. year is an integer between 1583 and 9956 or between 0 and 99; month and day are integers.

If month and day are not within range for a valid date, the date will 'roll over', as shown below.

Example:

DATE(2007; 11; 9) returns the 09/11/07

DATE(2007; 12; 32) returns 01/01/08

DATE(2004; 3; 0) returns 29/02/04

DAY():-Returns the day of a given date Syntax:DAY(date)

returns the day of date as a number (1-31). Date may be text or a date-time serial number. Ex. DAY("2008-06-04") returns 4

YEAR() Returns the year of a given date. Syntax: YEAR(date)

returns the year of date as a number. Date may be text or a date-time serial number.

Example:YEAR("2008-06-04") returns 2008.

MONTH() :-Returns the month of a given date.Syntax: MONTH(date)

returns the month of date as a number, where January is 1 and December is 12. Date may be text or a date-time serial number.

Example:

MONTH("2008-06-04") returns 6.

TIME():-returns the time, given hours, minutes and seconds.*Syntax:*

TIME(hours; minutes; seconds)

returns the time, expressed as a date-time serial number. hours, minutes and seconds are integers.

If hours, minutes and seconds are not within range for a valid time, the time will 'roll over', as shown below. Example:

TIME(9; 31; 20) returns the time 9:31:20 am (as a date-time serial number).

TIME(9; 31; 75) returns 9:32:15 am - the time rolls over, as there are only 60 seconds in a minute.

HOURL(time):- returns the hour of time as a number, 0 - 23. time may be text or a date-time serial number.

Example: HOUR("2008-01-06 21:30:15") returns 21

MINUTE():-Returns the minutes of a given time. Syntax: MINUTE(time)
returns the minutes of time as a number, 0 - 59. time may be text or a date-time serial number. Example:

MINUTE("2008-01-06 21:30:15") returns 30.

SECOND():-Returns the seconds of a given time. *Syntax:* SECOND(time)
returns the seconds of time as a number, 0 - 59. time may be text or a date-time serial number. Example:

SECOND("2008-01-06 21:30:15") returns 15.

Assignment:-

1-Explain Functions (Sum, Count, Max, Min, Average)?

2-Functions NOW, DAY,& ADTE?