

# NIELIT GORAKHPUR

**Course Name:** CCC

**Chapter 4:** Spreadsheet Using LibreOffice Calc

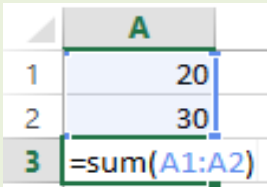
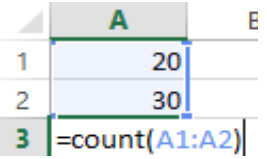
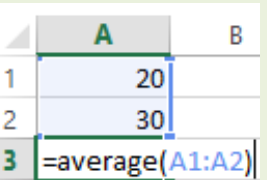
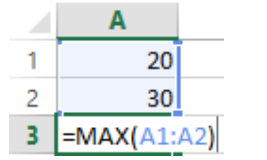
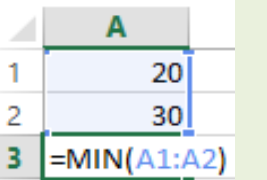
**Topic:** Formulas, Functions and Charts (Part 2)

**Date:** 19-05-2020

## Formulas, Functions and Charts

### Functions (Sum, Count, Max, Min, Average)

Functions are pre-defined formulas, so users are not required to frequently use the formulas. Firstly, select the cell, now use = (equal) sign before a function. Type the function with following its syntax. Press enter to execute a function.

FUNCTIONS	DESCRIPTION	SYNTAX	EXAMPLE
SUM()	Used to total one or more numbers in a range of cells.	=SUM (number1, number2, ...)	 <p>Output is 50</p>
COUNT()	Used when there is a need to total the number of cells in a selected range	=COUNT (RANGE)	 <p>Output is 2</p>
AVERAGE()	Used to find the average of a given list of arguments	=AVERAGE (argument1, argument2, ...)	 <p>Output is 25</p>
MAX()	Used to find the largest or maximum number in a given list of values or arguments	=MAX (argument1, argument2, ...)	 <p>Output is 30</p>
MIN()	Used to find the smallest or minimum value in a list of numbers or arguments	=MIN (argument1, argument2, ...)	 <p>Output is 20</p>

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*Note: - Argument1, argument2,.... can be numbers, or cell references.  
Range is the group of cells the function is to count.  
Functions are case-insensitive.*

## **About References / Address**

References tell which cells to look in, to find the value to be used in a formula. References are based on the column and row headings in a spreadsheet. For example E2, E3.

When a formula is copied to another cell, it shows the positional relationship among the cells as given below.