

CLASS : VIII

SUBJECT : Computer Science

CHAPTER : Functions and Charts in Excel (Ch 3)

ANSWER KEY

1.)

Functions are predefined formulas in Excel that perform calculations by using specific values, called **arguments**.

The **rules** for entering a function are as follows:

- a) A function always begins with an equals sign "=".
- b) The function arguments are given in small brackets () after the name of the function.

2.)

The difference between MAX and MIN functions are as follows:-

MAX	MIN
This function is used to find the largest number from a set of numbers.	This function is used to find the smallest number from a set of numbers.
Syntax: =MAX (range of numbers)	Syntax: =MIN (range of numbers)

3.)

COUNT function is used to count the number of cells containing a number. It does not count the cells containing text.

Syntax:

=COUNT (cell range)

4.)

A **chart** is a graph on an Excel worksheet used to represent data in a pictorial form.

Charts are **useful** as it makes the data more understandable in a worksheet and it is also easy to comprehend the patterns and trends in a chart.

5.)

Gridlines are the lines on a chart that are added to improve its readability.

Legend is a box that identifies what each color on a chart represents.

6.)

A **Line** chart is used to show trends over time using lines, whereas, a **Pie** chart is used to compare proportions or parts of a whole.

7.)

To move the chart within the same worksheet the following steps are performed:-

- hover the mouse pointer over the chart area until it changes into a four headed arrow
- drag the chart to a new location.

8.)

- a) The **Design** tab is used to change the chart type, layout, style and location of the chart.
- b) The **Layout** tab is used to insert pictures, shapes, labels and so on in the chart.
- c) The **Format** tab is used to change the font, color, size and so on of the text in the chart.