

Practicals 2022-2023



LibreOffice Calc

**PRACTICAL – 5**

Spreadsheet – Use of Minimum, Maximum, Average and Concatenate functions

A. Following are the scores obtained by some students in a competitive examination. Find out the Highest, Lowest and Average scores using appropriate function in spreadsheet.

	A	B	C	D	E	F	G	H
1	Name	ARUN	BIBIN	CINI	DENNY	EBIN	FABIN	GEO
2	Scores	150	180	410	480	260	161	515

B. From the data given below, fill the Address in cell F2 using CONCATENATE Function.

	A	B	C	D	E
1	Name	House Name	Place	Post	PIN
2	RAJEEV	Pulari	Karimulackal	Charummood	690505

AIM

To find solutions to Part A and B of above question by using Minimum, Maximum, Average and Concatenate functions in LibreOffice Calc spreadsheet.

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LibreOffice Calc

PROCEDURE

A.

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

Step 2 : Enter the title, **Name** in A1 cell and the title **Score** in cell A2. Then enter name of students from B1 to H1 and Scores from B2 to H2 as given in question.

	A	B	C	D	E	F	G	H
1	NAME	<u>ARUN</u>	<u>BIBIN</u>	<u>CINI</u>	DENNY	<u>EBIN</u>	<u>FABIN</u>	<u>GEO</u>
2	SCORE	150	180	410	480	260	161	515

Step 3 : Calculate the **HIGHEST** Score in cell **C5** by the formula

=MAX(B2:H2)

Step 4 : Find the **LOWEST** rank in cell **C6** by the formula

=MIN(B2:H2)

Step 5 : Find the **AVERAGE** mark in cell **C7** by the formula

=AVERAGE(B2:H2)

B.

Step 1 : Open LibreOffice Calc spreadsheet

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Step 2 : Enter the titles- Name, House Name, Place, Post, PIN and Address from cells A11 to F11. Then enter details in respective fields except in Address column.

House Name	Place	Post	PIN	Address
Pulari	Karimulackal	Charummood	690505	

Step 3 : To fill address, enter the following formula in the cell F12 :

=CONCATENATE(A12," ",B12," ",C12," ",D12," ",E12)

OUTPUT - 1

	A	B	C
4			
5		Highest Score	515
6		Lowest Score	150
7		Average Score	308

OUTPUT - 2

	A	B	C	D	E	F
11	Name	House Name	Place	Post	PIN	Address
12	Rajeev	Pulari	Karimulackal	Charummood	690505	Rajeev Pulari Karimulackal Charummood 690505

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