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Chapter-3

Formulas and Functions in Excel

Question Answer-

Que-1. Define the term Formula. List the rules to write a formula in Excel.

Ans- Formulas refer to self-defined instructions given by the user to perform calculations.

Rules to write a formula in MS Excel

- ▶ A formula in Excel always begins with an '=' (equal to) sign, which indicates that the cell entry is a formula.
- ▶ A formula must have values on which the operation is to be performed.
- ▶ There must be an arithmetic operator to specify the operation to be performed on the given values.

Press the Enter key to get the result.

- Name the types of cell references. Define any one.

Ans- we can use three types of cell references in a formula. These are:

- 1) Relative reference
- 2) Absolute reference
- 3) Mixed reference

Mixed Reference

Mixed reference is a blend of Relative and Absolute reference. In this type of reference, one part of a cell address is relative and the other is absolute. For example- C\$2 or \$C2.

Que-3- What do you understand by Functions? Write the rules to enter a function.

Ans- Functions are the built-in formulas to perform specific calculations. Functions can be used to perform simple as well as long and complex calculations.

These are the rules to use a function:

- ▶ Like a formula, a function must also begin with an '=' (equal to) sign.



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- ▶ A function name must be valid. For example - SUM, AVERAGE, MAX and so on.

- ▶ The cell reference or range name must be enclosed within parenthesis '()'. For example. =SUM(B2:D5).

Ques- Define the term Auto Sum. Name some operations that can be performed using this feature.

Ans- The Auto sum feature is a very simple method used to perform basic calculations just with a click.

Operations that can be performed using Auto Sum feature are -

- (1) SUM \rightarrow SUM = (A1:C1)
- (2) AVERAGE \rightarrow AVERAGE = (D1:H1)
- (3) MAX \rightarrow MAX = (B1:F1)
- (4) MIN \rightarrow MIN = (G1:I1)
- (5) COUNT \rightarrow COUNT = (G1:I1)

Ques- Write the steps to insert a function?

Ans- To insert a function follow these steps -

- 1) Select the cell in which you wish to enter a function.
- 2) Formula Tab \rightarrow Function library group \rightarrow Insert function.
- 3) The Insert Function dialog box appears. Notice, an equal to sign (=) appears.
- 4) In the Search for a function text box, you can type a brief description of what you want to do.
- 5) In the Select a function list box, choose the desired function and click on OK and enter the values or cell references, and click on OK.

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