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## Chapter - 3

### Question Answer

Q.1 - Define the term formula. List the rules to write a formula in excel.

Ans - Formula refer to the self-defined instruction given by the user to perform the calculations.

Each formula is used to perform a specific calculation.

A formula can contain cell references, operators, values and functions.

Rules to write a formula in MS Excel : -

- \* 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.

Q.2 - Name the type of cell references? Define any one.

Ans - There are three types of cell references in a formula are : -

- \* Relative Reference
- \* Absolute Reference
- \* Mixed Reference

Mixed References

Mixed References is a blend of Relative and Absolute References is relative or



row reference is absolute.  
Example - C\$2 or \$C2.

Q.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. A function 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.
- \* A function name must be valid.  
Example - SUM, AVERAGE, MAX and so on.
- \* The cell reference or range name must be enclosed within parentheses.  
Example - SUM(B2:D2)

Q.4. Define the term Autosum. Name some operations that can be performed using this feature.

Ans - The Autosum feature is a very simple method used to perform basic calculations just with a click. This feature can be used to carry out functions like SUM, AVERAGE, MAX, MIN, COUNT and so on.

Syntax of functions -

- \* SUM(A1:D1)
- \* AVERAGE(B1:B10)



- \* MAX (C1:C5)
- \* MIN (D1:D8)
- \* COUNT (E1:E7)

Q.5 - Write the steps to insert a function?  
 Ans - To insert a function into formula follow these steps:

- \* Select the cell in which you wish to enter a formula.
- \* Formula → Function library → click on insert function.
- \* In the search for function text box, you can type a brief description of what you want to do.
- \* In the select a function list box, choose the desired function and click on OK and Enter the values or cell references, and then click on OK.

