

Lesson: 5 - Formulas AND Functions.

SECTION - A

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B. State True or False.

- | | | | |
|----------|----------|----------|----------|
| 1. false | 2. True | 3. false | 4. True |
| 5. True | 6. false | 7. True | 8. False |

C. Application based questions :

i) Max() and Min()

ii) $15000 \times 10\% = 1500$

Total Salary = $15000 + 1500 = 16500$.

SECTION - B

A- Multiple-Choice questions:

1. (c) $\rightarrow$ Sheet 1!D4
2. (c) $\rightarrow$ Alt + =
3. (c) $\rightarrow$ Max()
4. (a) $\rightarrow$ MOD
5. (b) $\rightarrow$ A3
6. (a) $\rightarrow$ Count()

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B. Answer the following questions:

Q1. What is a formula? Explain with the help of an Example?

Ans: Formulas are the user-defined instructions to perform calculations.

Example:

$$= A2 + B2 * 5 - \text{Sum}(E3:E5)$$

Q2. What is a Cell Reference? Mention its types.

Ans: The address of a cell, in a formula is known as cell reference.

There are three types of cell reference:

- (i) Relative Reference
- (ii) Absolute Reference
- (iii) Mixed Reference.

Q3. Mention the two ways of entering cell reference in a formula. Explain the difference between them.

Ans: The two ways of entering cell reference in a formula are:

- (i) Copy-Paste option
- (ii) Using  Sheet Reference.

The difference between the two methods is that in Copy-paste option the user simply copies the formula of a particular cell and paste it in the desired cell. (Ctrl+C and Ctrl+V).

Whereas, in the second method i.e., Using Sheet Reference, we use sheet number, exclamation mark and cell address to refer to a cell of a particular worksheet.

for example:- Sheet1!D4

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Q4. What do you know about Absolute Reference? Explain with the help of an example.

Ans: Absolute reference is used when we do not want to change the address of the cell while copying the formula to another cell. To use absolute reference in a formula, you need to add dollar (\$) sign before the column and row number.

For example = \$A\$1 + \$A\$2

Q5. Explain the utility of function Library.

Ans: There are many functions defined in Excel and it is beyond the capacity of a person to remember the name and functionality of each one of them. To overcome it, Excel has clubbed all the functions in the Function Library group of formulas Tab.

Q6. Explain Circular Reference with the help of an example.

Ans: A circular reference occurs when a formula in a cell refers to its own cell value directly or indirect. For example, if you enter the formula = A1 + A2 * 3 in cell A2, you are making the formula to its own cell value, which is not possible.

Q7. What do you mean by function? Name some of the functions.

Ans: Functions are the pre-designed formulas in Excel to perform both simple and complex calculations.

Some of the common functions are as follows:

AutoSum(), Average(), MAX(), Min(), Count(), Today()