

RECAP ZONE

- A formula is an expression that contains numbers, one or more Cell Addresses, Arithmetic Operators, parenthesis (round brackets) and built-in library functions of Excel.
- A Constant is a value that remains the same and does not change.
- Reference means the Cell Address. It identifies the location of the cell in the sheet.
- Operators are the symbols that perform an operation on the operands and yield a result.
- A range is a set of adjacent cells in a row or column.
- To use a name of the cell range in another worksheet, Prefix it with the Sheet name and an exclamation mark.
- Different types of cell references are relative reference, absolute reference and mixed reference.
- Functions are predefined formulas that perform calculations using the values of the cells or range given in the function as arguments. They are already written and available in Excel.
- Charts are the graphical representations of the data in a spreadsheet.

EXERCISES

1. Fill in the blanks.

- A cell address is also called cell reference in Excel.
- Ampersand operator is also called concatenation operator. It helps to give comma in between the texts.
- A range is a set of adjacent cells in a row or column.

- d. The count function returns the number of cells in a range.
- e. A reference can be made an absolute reference by suffixing \$ symbol on the cell address.

2. State whether the following statements are True (T) or False (F).

- a. A sheet name can be 65536 characters long. True ☐
- b. Arithmetic operators in Excel follows the BODMAS rule. True ☐
- c. The chart's horizontal axis presents the categories, and the vertical axis shows the values. False ☐
- d. Bar charts are the vertical column charts. false ☐
- e. Doughnut charts are similar to Pie charts and used to represent more than one data series in "layers", forming a multicolored "doughnut". True ☐

3. Tick (✓) the correct option.

- a. A formula in Excel should always begin with
- i. = ☒ ii. @ ☐
- iii. & ☐ iv. None of these ☐
- b. Which among the following operator is used to perform Text Concatenation?
- i. = ☐ ii. @ ☐
- iii. & ☒ iv. + ☐
- c. Which among the following mathematical operators is used to perform Exponentiation?
- i. = ☐ ii. @ ☐
- iii. ^ ☒ iv. + ☐
- d. Which among the following is an example of Absolute Cell Reference?
- a. A5 ☐ ii. \$A5 ☐
- iii. A\$5 ☐ iv. \$A\$5 ☒
- e. Which among the following is not a part of a function?
- i. = ☐ ii. Function Name ☐
- iii. Function Argument ☐ iv. Operators ☒

4. Short answer type questions.

- a. Define Functions. → Recap zone → Last 2 line.
- b. Write one use of having a chart for representing data. → page No. 26 → charts
- c. Write one use of having data labels in the chart. → page No. 27 → write Data Label → Ans
- d. Write the result of evaluating the following expressions in Excel:
- i. $=5*6/2-23+3 = 5$ ii. $=89+23*2/3-1$
- e. Write an example of the following Excel functions: write definitions in one line.
- i. SUM → Defⁿ ii. MAX
- iii. AVERAGE
- iv. MIN v. COUNT

5. Long answer type questions.

- a. Write the difference between MAX and MIN functions.

1. Defⁿ
2. Example

Difference ① 1 → Defn
2 → Example.

- Explain the difference with an example between absolute, mixed and relative references.
- Write the steps to insert a sheet as you would do in MS Excel. → page No. 23 → steps to Add Sheet
- Write the steps to rename a sheet in MS Excel. [page No. 23, page No. 24] → write any 1 method.
- Write the steps to name a cell range as you would do in MS Excel. & page No. 19 → steps to name cell range.

Lab Zone

- Enter the data given below in a worksheet.

	A	B	C	D	E
1	Stationery Supplies Ltd				
2					
3	Date	Sales Person Name	Item	Receipt No	Amount
4	1-Oct	Ammy	Toys	1238	1,782.1
5	15-Oct	Ammy	Stationery	1255	4,853.5
6	23-Oct	Ammy	Toys	1395	51.35
7				Ammy's Total	
8	1-Oct	John	Cards	1141	91.15
9	15-Oct	John	Books	1982	442.60
10	23-Oct	John			