



A. Multiple Choice Questions

1. A formula can contain the following elements.
 (a) Operators (b) Functions (c) Both of these
2. Which function finds the largest number in a range?
 (a) Average (b) Max (c) Min
3. A reference operator which combines multiple references is :
 (a) : (b) , (c) space
4. Which of the given cell reference can be included in relative reference?
 (a) \$D6 (b) A3 (c) A\$1
5. Which of the following is the correct way of specifying arguments to a function?
 (a) =SUM[A1:A5] (b) =SUM(A1:A5) (c) =SUM{A1:A5}

B. Fill in the blanks.

1. A formula always begins with an Equal (=) sign.
2. The cell address in a formula is also called cell Reference.
3. A function must be followed by opening and closing Parenthesis.
4. Excel displays the error #REF! when a cell reference is not valid.
5. The Auto Sum feature is particularly useful when we want to add numbers in contiguous row or a column quickly.

C. State True or False.

1. Formulas must begin with ? sign. false
2. Combined reference is a type of cell reference. false
3. A range can be used in a formula. True
4. All cells in rows 5 through 9 are referred as 5 : 9. True

5. In the order of evaluation, the addition operator (+) has priority over the exponent operator (^).

D. Write one word for the following.

1. The addresses of the cells containing values
2. Built-in formulas in Excel
3. Linking of text values
4. Combination of relative and absolute references
5. This error occurs when the wrong type of operand is used

false

cell Reference

function

concatenation

mixed Reference

#VALUE!

(1) Explain formulas and its elements?

Answer: A formula can also contain any or all of the following: functions, references, operators, and constants.

Parts of a formula.

- Functions: The PI () function returns the **value** of pi: 3.142.
- References: A2 returns the **value** in **cell** A2.

(2) What do you mean by concatenation?

Answer: Concatenate, concatenation, or concat is a term that describes combining a string, text, or other data in a series without any gaps. In programming languages, an operator is used to denote concatenation. For example, In the Java programming language, the operator "+" denotes concatenation, as it does in other programming languages.

(3) Explain different types of cell references?

Answer: There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. Relative references change when a formula is copied to another cell.

(4) What do you mean by function? Explain its structure.

Answer: A function is a predefined formula that performs calculations using specific values in a particular order. Excel includes many common functions that can be used to quickly find the sum, average, count, maximum value, and minimum value for a range of cells. The structure of a function begins with an equal sign (=), followed by the function name, an opening parenthesis, the arguments for the function separated by commas, and a closing parenthesis.

(5) List commonly used functions in excel with their functions.

Answer: **Some of the most common functions:**

SUM: This function adds all of the values of the cells in the argument.

AVERAGE: This function determines the average of the values included in the argument. It calculates the sum of the cells and then divides that value by the number of cells in the argument.

COUNT: This function counts the number of cells with numerical data in the argument. This function is useful for quickly counting items in a cell range.

MAX: This function determines the highest cell value included in the argument.

MIN: This function determines the lowest cell value included in the argument.