Class VII Subject: Computer

Chapter 6: Formulas in Excel

A. Tick the correct answer

1. i
2. i
3. iii
4. i

B. True or false

1. F
2. T
3. T
4. T
5. F

C. Fill in the blanks

1. Number
2. cell reference
3. fill handle
4. SQRT()
5. arguments

D. very short answer

1. by using parentheses
2. 1024 character
3. Autosum(∑) feature

E. Short answer

1. Using formulas in spreadsheets can allow you to quickly make calculations and get totals of multiple cells, rows, or columns in a spreadsheet. it can take arguments as number or cell address. eg. =sum(10,20) or =sum(A1,B1)
2. Operators in formula are evaluated in the following order of precedence:

|  |  |
| --- | --- |
| %Highest | Percentage |
| ^ | Exponent |
| \*,/ | Multiplication, Division |
| +,-Lowest | Addition, Subtraction |

1. 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. Function can be inserted by clicking on in formula tab and select insert function option.
2. The MIN and MAX functions are just what the names imply. MIN will find the lowest number in a range, while MAX finds the largest number in a range.