# CLASS NOTES-ANSWERS

## Assess Yourself

**1) Tick (√) the correct option.**

a) Which of the following is left-aligned by default?

   i)  Values

   iii)  Formulas

   **✔ ii) Labels**

   iv)  None of these

b) Which of the following is an arithmetic operator??

   **✔ i) ^**

   iii)  :

   ii)  =

   iv)  <>

c) Which of the following error occurs when the formula is not recognised by Excel?

   **✔ i) #VALUE!**

   iii)  REF!

   ii)  NUM!

   iv)  #NAME?

d) Which of the following functions finds a specified number of values from a given set of values?

   **✔ i) COUNT()**

   iii)  MAX()

   ii)  SUM()

   iv)  Both (i) & (ii)

e) Which function returns the square root of the given number?

   i)  MOD()

   iii)  POWER()

   ii)  INT()

   **✔ iv) SQRT()**

**2) Fill in the blanks using the words from the help box.**

> cell reference, LEN, function, Label, equal to

a) We cannot do mathematical calculations on <u>Label</u>.

b) A formula must always begin with an/a <u>equal to</u> sign.

c) <u>Cell reference</u> is used in a formula to denote a specific cell.

d) A <u>function</u> is a predefined formula in Excel.

e) The <u>LEN</u> function is used to get the length of the string.

## 3) Think and answer.

a) What are formulas in Excel?

Answer: A formula is an expression that operates on the value or a range of cells and generates a result. The elements of a formula are:

- **References:** A cell or a range of cells that you want to use in your calculation.

- **Operators:** Symbols (+, -, *, /, ^, $, %, etc.) that specify the calculations to be performed.

- **Constants:** Numbers or text values that do not change.

b) What is the use of the CONCATENATE() function? Explain with an example.

Answer: The syntax of this function is CONCATENATE (text1, text2). It is used to join together two or more different text strings.

Example of CONCATENATE function is given below:

Input: =CONCATENATE ("Touch", "pad")

Output: Touchpad

c) What is cell range? How can you select a cell range by using the mouse?

Answer: A group of selected cells is called a cell range. The selected cells should be in continuation to form a range. Cell range is used to

perform a calculation on multiple cells.

To select a cell range using a mouse, click in the first cell from which you want to start the range, then press and hold the left mouse button and drag the mouse diagonally to select the desired range. Now release the mouse button.

d) Find the meaning of #NAME?, #REF! and #NUM! errors in Excel. Also write a tip to resolve them.

Answer:

| Error | Meaning | Tip to correct |
|-------|---------|----------------|
| #NAME? | The function name is not recognised by Excel. | Check and correct the function name. |
| #REF! | The cell reference is not valid. | Check and correct the cell ranges. |
| #NUM! | The formula or function contains invalid numeric values. | Ensure there are no special symbols such as $ or % being used with the number. |

## 4) Define the following functions:

a) MAX()

Answer:

Syntax: MAX(range)

Purpose: It returns the largest value in the given range.

Example: Input: =MAX(4, 16, 12, 9)

Output: 16

b) TODAY()

Answer:

Syntax: TODAY()

Purpose: It returns the current date of system.

Example: Input: =TODAY()

Output: 28-07-2023

c) LEN()

Answer:

Syntax: LEN(text)

Purpose: It returns the length of the text string.

Example: Input: =LEN("Touch")

Output: 5

## 5) Competency-based/Application-based questions.

a) Alisha was using Excel and encountered an error that displayed '#Div/01!'. She doesn't know about this error. Tell her the meaning of this error and also give a tip to resolve this.

Answer: This error means that division by zero is an invalid operation. Alisha can resolve this error by changing the divisor to a non-zero value.

b) Siya has made a spreadsheet of the marks obtained in different subjects by the students in her class. She has made some changes to the marks of some students. Now she wants that the total number of marks of those students be automatically updated. Which function should she use to do so?

Answer: Siya should use SUM() function.

## {CODING ZONE}

1) Calculate the given expression by following the order of precedence.

    a. =6*7+9-1      = <u>50</u>               b. =48/4^2      = <u>3</u>

2) The following functions have some typing errors. Correct them and then write the result.

    a) ='Good' "Morning"

       Answer: =CONCATENATE("Good ", "Morning")

       Output: Good Morning

    b) MIN(10,6,-2,0)

       Answer: =MIN(10,6,-2,0)

       Output: -2