CHAPTER-2

SPREADSHEET - FORMULAS AND FUNCTIONS

E. Answer the following:

1. A formula is an expression that can include cell addresses, numbers, arithmetic operators and parenthesis. We can perform simple as well as complex calculations using functions. It must begin with = symbol followed by cell references and operators.

For example: =A2+B2*C4-SUM (E3:E5).

2. The cell address in the formula is known as the cell reference.

Types of cell reference are – Relative Reference, Absolute Reference and Mixed Reference.

3. Absolute reference is a cell reference method used in the condition when we do not want to change the address of the cell on copying the formula to another cell. To make absolute reference of a formula, you have to add dollar ($) sign before the column and row number, for example =$A$1+$A$2.

4. A circular reference occurs when a formula in a cell refers to its own cell value directly or indirectly. For example: If we enter the formula =A1+A2*A3 in cell A2, we are making the formula to refer to its own cell value, which is not possible. Excel returns a 0 if you accept this circular reference.

5. Functions are pre-designed formulas in Excel to perform simple and complex calculations. They accept the Arguments and Return values.

Some of the commonly used function are: SUM, AVERAGE, MOD, ROUND, POWER, SQRT, ODD.

6. Rules to enter a function are:

- ✓ All Excel functions must begin with a '=' sign.
- ✓ Function name must be a valid Excel name, e.g., SUM, AVERAGE.
- ✓ Function name must be followed by opening and closing parenthesis.
- ✓ Parenthesis contains arguments within it.

   For example, =SUM (A1:A5).

- ✓ If there are more than one argument, then they should be separated by comma.

   For example, =SUM(A1:A5).