



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department : Computer Science	Year :2022-2023
Handout(textbook exercises)	Topic: MS Excel -Formula & Function	

Differentiate between the following

1. Formula & Function

A formula is a statement written by the user to be calculated. A formula can contain values or references to the cells. All formulas must start by putting an equal to sign(=) .

Functions are ready-made formulas that perform a series of operations on a specified range of values. Functions used to add values or to calculate the current time are built into excel functions.

2. Absolute referencing & Relative referencing

Absolute references are used when you want to fix a cell location. These cell references are preceded by a dollar sign.

Relative cell references are basic cell references that adjust and change when copied or when using autoFill.

Answer the following questions

1. What is cell reference?

Every cell in a worksheet has a unique address called cell reference. By default, cells are identified by a specific column letter and row number, so cell A5 identifies the fifth cell down in column A .

2. What are operators? Name the different type of operators

An operator specifies the type of operation you want to perform.

There are four different types of operators

Arithmetic operators

Comparison operators

Logical Operators

Reference operators.

3.Explain the structure of a function

Function in Excel always begins with equal to(=) sign, followed by the function name.

Function name is followed by opening parenthesis then arguments separated by comma or colon and closing parenthesis.

Eg: =SUM(A1:A3)

4.What is the use of Conditional Sum feature in Excel?

Conditional sum is used to identify the sum of particular numbers in the field. Conditional sum, is used to add up cell values based on a certain condition.For this, we use SUMIF function.

5.What is mixed referencing?

A mixed reference is made up of both an absolute reference and relative reference. This means that part of the reference is fixed, either the row or the column, and the other part is relative.