








Ch2: Spreadsheet- Functions and Charts

1. What are:

-  **Cell-** The intersection of a column and a row is called a cell. This is where we enter data.
-  **Active cell-** When we click on a cell, a thick black border appears along its boundary, this cell is now called an active cell. We can enter data only in an active cell.
-  **Range of cells-** A selected rectangular block of two or more cells is called a cell range or range.
-  **Sheet Tab-** It indicates the active worksheet on which the user is performing respect the task. By default, it is Sheet number 1.
-  **Cell Address-** The column name and row number representing a cell is known as Cell Address. Eg. A1, where A is column name and 1 is row number.



2. How to select entire Row?

Ans- To select entire Row:

-  Bring the mouse pointer to the row header that is to be selected.
-  Once the mouse pointer turns into black arrow, click the left mouse button to select entire row.



3. How to select entire Column?

Ans- To select entire Column:

-  Bring the mouse pointer to the column header that is to be selected.
-  Once the mouse pointer turns into black arrow, click the left mouse button to select entire column.

4. How to select partial range in a Row?

Ans- To select partial range in a Row:

-  Select the row and place the mouse pointer to the desired location from where cells will be selected.
-  Hold the left mouse button and drag it to the last cell to be selected.

5. How to select partial range in a Column?

Ans- To select partial range in a Column:

- 🌸 Select the column and place the mouse pointer to the desired location from where cells will be selected.
- 🌸 Hold the left mouse button and drag it to the last cell to be selected.

6. *How to name a Sheet Tab?*

Ans- To name a Sheet Tab:

- 🌸 Select the Sheet Tab to give name.
- 🌸 Double click on the tab to turn in dark colored.
- 🌸 Type a name and press Enter key.

7. *How to rename a Sheet Tab?*

Ans- To rename a Sheet Tab:

- 🌸 Right click on the Sheet Tab to rename.
- 🌸 Select „Rename“ option from the appeared menu.
- 🌸 Type a name and press Enter key.

8. *How to delete a Sheet Tab?*

Ans- To delete a Sheet Tab:

- 🌸 Right click on the Sheet Tab to be deleted.
- 🌸 Select „Delete“ option from the appeared menu.
- 🌸 Press Enter key to delete the worksheet.

9. *What is Cell Referencing? Name their types.*

Ans- Cell referencing is a method to refer a cell address or range in a formula. The different cell references used in formula are: a) Relative Referencing, b) Absolute Referencing and c) Absolute Referencing.

Explain:

- 🌸 **Relative Referencing-** This is a reference to a cell relative to the position of the formula. A formula with a relative cell reference changes as we copy it from one cell to another. E.g. A1
- 🌸 **Absolute Referencing-** This is a reference to a cell that always refers to a particular cell. It does not change when the formula is copied. E.g. \$A\$1
- 🌸 **Mixed Referencing-** This is a combination of relative and absolute column and row references. To create a mixed reference, dollar sign will be given either before the column or row heading. E.g. \$A1 or A\$1

10. *What is Function? What are the rules to be followed while writing a function?*

Ans- A Function is a predefined formula used in MS-Excel. The rules to be followed while writing a function are:

- 🌸 Each function must begin with an „equal to“ (=) sign.

- 🌸 Parenthesis is used to indicate the opening and closing of a function.
- 🌸 Arguments are written within the parenthesis.
- 🌸 Commas are used to separate the arguments.

11. Explain the below functions used in MS-Excel.

- 🌸 **Sum()**- This function is used to add values of more than one cell.
- 🌸 **Average()**- This function is used to find the average value of more than one cell.
- 🌸 **Min()**- This function is used to find the lowest value of more than one cell.
- 🌸 **Max()**- This function is used to find the height value of more than one cell.
- 🌸 **Count()**- This function is used to counts and returns the number of values from the given set of values or cell range.

12. What is Chart? How to insert a chart in a worksheet?

Ans- Chart is a pictorial representation of data to communicate information in a better way.

To insert a chart in a worksheet:

- 🌸 Select the contents of the worksheet.
- 🌸 Select „Insert“ tab from the Ribbon.
- 🌸 Select a preferred chart type from the „Charts“ group.
- 🌸 Select a preferred style from the appeared drop-down list.
- 🌸 Modify the style by clicking on Design tab and choose the options.

State whether the following statements are True/False

- 1) A range of cells is a group of cells that have been selected and which form a shape of a rectangular box. **True**
- 2) A spreadsheet can only contain numeric data. **False**
- 3) You can insert a chart but not clipart in a worksheet. **False**
- 4) The cell in which the cell pointer is located in a worksheet is the active cell. **True**
- 5) You can select a range of data as per your choice in a spreadsheet. **True**

Fill in the blanks

- 1) Charts are the *pictorial* representation of data values stored in the worksheet.
- 2) When the corresponding cell address changes with reference to a new cell address, it is known as **relative** reference.
- 3) By default, MS Excel provides **three** worksheets in a workbook.

- 4) The built-in formulae for specific numeric/non-numeric processing are called **functions**.
- 5) **A range of cells** is a rectangular block consisting of a few cells, an entire row, an entire column or the whole worksheet.

Write the format of the functions used in MS Excel to perform the following tasks

- 1) To calculate the average of 82, 67, 80, 74 and 95.

Answer =AVERAGE(82,67,80,74,95)

- 2) To find the highest value of the cell references from D3 to K3.

Answer =MAX(D3:K3)

- 3) To calculate the sum of the first five multiples of 7.

Answer =SUM(7,14,21,28,35)

- 4) To determine the lowest value of the cell references from A4 to A12.

Answer =MIN(A4:A12)

- 5) To find the sum of all the prime numbers from 1 to 10.

Answer =SUM(2,3,5,7)

- 6) To find the arithmetical mean of the cell references from E4 to K4.

Answer =AVERAGE(E4:K4)

Explain the meaning of the following functions

- 1) =SUM (C5:H5)

Answer= This function calculates the sum of the cell references from C5 to H5.

- 2) =AVERAGE (K12:K50)

Answer= This function calculates the average of the cell references from K12 to K50.

- 3) =COUNT (B15:B35)

Answer= This function counts the number of cells in the range of cells from B15 to B35.

- 4) =MAX (A4:A14)

Answer= This function finds the highest value among the cell references from A4 to A14.

-----End of Note-----