

Short Questions

1. Which function is used in excel to determine the current date?
2. Explain the sum function with suitable example.
3. Which formula you will prefer to count the no. of students present in class. Show.
4. Explain the MID function using an example.

Long Questions

1. Differentiate among COUNT, COUNTA and COUNTBLANK in Ms-Excel by taking a suitable example.
2. Explain the use of IF function in Excel? Create a table (of 5 rows) with first columns as Name and second column as age. Write an IF statement to display “eligible for voting” if age is ≥ 18 and “not eligible for voting” if age is < 18 .
3. Create a table with 5 rows having following columns

S. No	Name	Roll No	Marks1	Marks2	Marks3	
-------	------	---------	--------	--------	--------	--

Show the step-by-step process and write the formula for the average marks and percentage calculation. (Consider the cell address of S. No is A1).

4. What is the use of formulas in excel? Create a table which has 10 years (2011-2020) record of temperature for a particular day (25th December). Which formula you will use to determine lowest and highest temperature. Show it.