

## Assignment :-

### Excel Introduction Basic Excel functions

1) What is the difference b/w a Workbook & a Worksheet in Excel ?

Ans) Worksheet

Workbook

→ In Excel the Spreadsheet that the user uses to work with it is called as worksheet.

→ The group of worksheets is called as workbook and it is saved under the extension "xlsx".

→ Generally by default the excel worksheet is provided with one worksheet but if the user needs more numbers of sheets then it can be added.

→ At the bottom of the sheet, the "+" symbol indicates the 'NewSheet' button.

→ After opening the spreadsheet application, the user can click on "New" tab under "File" menu and select "Blank Workbook".

→ The user can add a maximum no of worksheet as "255".

→ There is no maximum no of workbooks, the user can add it as the requirement.

2) How do you create a basic formula in Excel ?

Ans) 1) Start with the Equal Sign (=)

Every Excel formula must begin with "="

This tells Excel that you are entering a formula, not plain text.

Ex:- =10+5

2) Use Cell References:-

instead of typing numbers directly, Excel formulas usually use cell references (like A1, B1)

Ex: A1 = 10, B1 = 20

Formula :- =A1 + B1

### 3) Use Arithmetic Operators

Excel supports Common Mathematical operators.

<u>Operator</u>	<u>Meaning</u>	<u>Example</u>
+	Addition	=A1 + B1
-	Subtraction	=A1 - B1
*	Multiplication	=A1 * B1
/	Division	=A1 / B1
<sup>n</sup>	Power	=A1 ^ 2

### 4) Press Enter to Calculate

After typing the formula

1. Press Enter

2. Excel calculates and displays the result in the selected cell.

3. The formula itself appears in the Formula Bar.

### 5) Example! Creating a Basic Total Formula

Suppose you want to add values from A1 to A5.

Method 1: Manual addition

=A1+A2+A3+A4

Method 2: Using a function

=SUM(A1:A5)

3) Can you explain how cell referencing works in Excel?

Ans Cell Reference → A cell references tells Excel where the data is located.

Exl  $A1 = 10, B1 = 20$

Formula:  $A1 + B1$

Types of Cell Reference:

1) Relative Cell Reference (Default):

→ changes automatically when the formula is copied

→ NO '\$' symbol is used

Exl  $= A1 + B1$

If you copy this formula from C1 to C2, it becomes:

$= A2 + B2$

2) Absolute Cell Reference:

→ Does not change when copied.

→ uses \$ before column and row

Exl  $\$A\$1 * \$B\$1$

3) Mixed Cell Reference:

→ Only one part changes (row or column)

→ Used \$ on either row or column.

Exl  $\$A1 \rightarrow$  Column fixed, row changes

$A\$1 \rightarrow$  Row fixed but column is changing.

4) what is the purpose of the sum function; and how do you use it?

Ans The sum function used in Excel to calculate the number or add the number automatically.

It helps to use quickly to calculate totals of values in cells, row

or column without manual calculation.

Syntax: =SUM ( number1, Number2, ... )

Ex: =SUM ( A1 : A5 )

How to use

Method 1: Using Cell Range

→ Select the cell where you want the total

→ Type = SUM ( A1 : A5 )

→ Press Enter

Method 2: Auto Sum method Button

→ Select the cell below or next to the numbers

→ Click the Auto Sum (Σ) button

→ Press Enter

Method 3: Adding the Individual Cells

= SUM ( A1, A3, A5 )

→ Add Only Selected Cells.

5) How do you apply the Average function to a range of cells

Ans: The AVERAGE function details calculates the mean (average) of a group of numbers by adding them and dividing by the count of values

→ Syntax of the average function

→ = AVERAGE ( no1, no2, ... )

Step by Step Applying Average

1) Select the cell where you want the average of result

2) Type the formula

= AVERAGE ( A1 : A5 )

3) Press Enter

4) Excel displays the average of all numeric values in the selected range

Q) What is a relative cell reference and how does it differ from an absolute cell reference?

Ans: → Relative Cell Reference:-

→ It changes automatically when a formula is copied to another cell.

→ It does not use the \$ symbol

$$E2 = A1 + B1 \quad \text{or} \quad = A2 + B2$$

Absolute Cell Reference

→ It remains fixed even when the formula is copied.

→ It uses the \$ symbol before the column & row.

Ex:-

$$= \$A\$1 * \$B\$1$$

→ Used for constant values like fees, tax rate, discount & a fixed value

Q) How do you quickly sum rows or columns of numbers?

Ans: The fastest way to sum a row or column in Excel is by using the AutoSum ( $\Sigma$ ) feature.

Method 1: Using AutoSum ( $\Sigma$ )

To sum a column:-

1) Click the empty cell below the column of numbers

2) Click the AutoSum ( $\Sigma$ ) button on the toolbar.

3) Press Enter.

→ Excel automatically selects the range and calculates the total.

To sum of rows:-

→ Click the empty cell to the right of the row of numbers.

→ Click the AutoSum button

→ Press Enter

Method 2: Using Sum formula Manually.

Type the formula directly

= SUM(A1:A5)

Method 3: Using Keyboard Short cut

→ Select the cell where you want the total

→ Press

Alt + =

→ Excel insert the sum formula automatically

8) Explain how to use the AutoSum feature.

AutoSum - It is automatically inserts the sum function and select the most likely range of cells to total.

Steps to use AutoSum:-

1) Select the Result Cell

→ for a column → Click the empty cell below the numbers

→ for a row → Click the empty cell to the right of the no.

2) Click the AutoSum Button ( $\Sigma$ )

→ Go to the Home tab → Click AutoSum

→ Excel highlights the range it will add.

3) Confirm the Range

→ Check the Selected cells

→ Adjust if needed by dragging the selection

4) Press Enter

→ Press Enter → Excel displays the total value.

## Autosum for other function

Click the drop-down arrow next to Autosum to use.

- Average

- Count Number

- Max

- Min

Q) How do you insert and delete rows and columns in Excel?

Ans! In Excel you can insert, delete rows & columns using the mouse, ribbon.

- Keyboard Shortcut

### Inserting rows & column

- Select the row number where you want one row.

- Right-click → choose insert

- A new row is inserted above the selected row.

### Insert Column

- Select the column

- Right click → choose insert

- A new column is inserted to the left of the selected column.

### Insert using ribbon

- Select a row or column

- Go to home → Insert

- Choose Insert → Sheet Row or Insert Sheet Column.

### Deleting Row & Column

- Deleting Row!

- Select the row number

→ Right click → chose delete

→ The entire row is removed

Delete the Column

→ Select the Column

→ Right click → chose delete

→ The entire column is removed.

### Delete Using Ribbon

→ Select the Column

→ Go to Home → Delete

→ Choose Delete Sheet Column.

10) what are some common uses of Excel in a business environment?

Ans: Excel is one of the most widely used tools in business because it helps organize, analyze and present data efficiently.

### Common uses in Business

→ Data analysis

→ Analyze business data using formula, Pivot Tables and filters

→ Update the day by day data.

→ Reporting & Dashboard

→ Create a Report using charts, & dashboards

→ Visualize the data using graphs & Conditional formatting

→ Inventory & Sales Tracking

→ Track the Stock Values & Product movement.

→ Monitoring the Sales Performance.

→ Generates the Sales summaries & for Cash

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## → Financial Management:

- Create the budget, expenses, tracker, & Profit-loss statements.
- Perform Calculations using formulas & functions.
- Maintain the Employees Salaries.
- Data Entry & Data management
- Store the Employees data, customer & Product data.
- Maintain the database using rows & columns.
- Clean & organize the data.