

Excel Notes & Practice Exercises

Section 1: Notes

1. What is Excel?

Excel is a spreadsheet software used for calculations, data storage, and analysis.

2. What is a Spreadsheet?

A spreadsheet is a grid of rows and columns used to organize and calculate data.

3. What is a Row?

Horizontal arrangement of cells is called a Row.

4. What is a Column?

Vertical arrangement of cells is called a Column.

5. What is a Cell?

A cell is the intersection of a row and a column.

6. What is an Active Cell?

The selected cell in which data is currently being entered or edited.

7. What is an Absolute Cell & How to Make One?

An absolute cell reference does not change when copied to another cell. Use \$ before the column letter and row number, like \$A\$1. Shortcut: Select cell reference in formula and press F4 to toggle absolute/relative references.

8. Use of ROUND and INT Function

Formula	Result
=ROUND(3.14159,2)	3.14
=ROUND(123.456,-1)	120
=INT(7.89)	7
=INT(-7.89)	-8

9. How to Use RANDBETWEEN Function?

Generates a random number between two values. Example: =RANDBETWEEN(1,10)

10. Difference Between Comma (,) and Colon (:)

Symbol	Meaning	Example
,	Separates individual cells	=SUM(A1, A3, A5)

:	Specifies a range of cells	=SUM(A1:A5)
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11. How to Add a Row or Column?

Right-click the row number or column letter and choose Insert. Or press Ctrl + Shift + +.

12. How to Sort Values?

Go to Data → Sort & Filter → Choose A-Z (Ascending) or Z-A (Descending).

13. How to Use IF Statement?

IF is used for decision making. Example: =IF(A1>=50, "Pass", "Fail")

Section 2: Practice Exercises

1. Type your name in cell A1. Which cell is now the Active Cell?
2. Write numbers 1 to 5 in cells A1 to A5. Use =SUM(A1:A5) in A6 to find their total.
3. Try using =ROUND(12.3456, 2) and =INT(12.3456). Note the difference.
4. Use =RANDBETWEEN(10,100) to generate a random number between 10 and 100.
5. Create data in column A and B, then use =A1+\$B\$1 in C1. Copy the formula down and notice which part stays constant.
6. Enter marks of 5 students and use Sort (A-Z) to arrange them in ascending order.
7. Use an IF function: If marks >= 40, return 'Pass', else 'Fail'.
8. Add a new row between row 2 and 3. Add a new column between column A and B.