

Chapter 2: Functions and Manipulations in Excel

Worksheet 5: Answer in one word/sentence.

- Q. 1. Which special functions are there in excel to get quick results and handle large volume of data easily?
 Ans. Text, Mathematical, Statistical, Date & Time and Logical functions
- Q. 2. Write the syntax of a function.
 Ans. =Function name(Arguments)
- Q. 3. What is used to open and close the function?
 Ans. Parentheses
- Q. 4. Write one example for the syntax for joining multiple text strings into one.
 Ans. =concatenate("My", "country" =Mycountry)
- Q. 5. Write one example for the syntax for returning text in lower-case.
 Ans. =lower("ARUN")=arun
- Q. 6. Write the syntax used for returning the sum value of the Arguments.
 Ans. =sum(num 1,num2..)
- Q. 7. What will you use to display only those records which meet some specific criteria?
 Ans. Filter

Worksheet 6: Answer the following:

- Q. 1. What are functions?
 Ans. Functions are the special pre-written formulae and instructions that 'accept' the values as arguments and 'return' the result values in the cell in which they have been typed.
- Q. 2. Name the five categories of functions. Explain any three functions from any three categories.
 Ans. Functions can be broadly classified in the following categories:
1. Text Functions
 2. Mathematical Functions
 3. Statistical Functions
 4. Date & Time Functions
 5. Logical Functions

Syntax	Purpose	Example
=len(text)	Returns number of characters including spaces.	=len("Country") = 7
=Product(num1,num2)	Returns the Product of the values given as the Arguments.	=product(9,10,12)= 1080
average(num1,num2....)	Returns the average of the Arguments.	=average(10,12,14) = 12

- Q. 3. What is the Goal Seek option and how is it useful?
 Ans. The Goal Seek option is useful when you want to manipulate the result which you have obtained by applying some Formula.
- Q. 4. What is the use of the Filter option?
 Ans. You can use the Filter option from the Data tab to display only those records which meet some specific criteria.
 For example, If you have entered the marks of students of your class, using the Filter option you can extract the record of only those students who have scored more than 60 marks.
- Q. 5. What is the use of Conditional Formatting?
 Ans. If you want to apply formatting to cells, which contain data that meets certain conditions, you can use the conditional formatting.