

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMULAS AND FUNCTIONS IN EXCEL 2021

Chapter-2

A. Complete the following table:

| Error | Meaning | Troubleshooting Tip |
|----------|-------------------------------------------|---------------------------------------------------------------------------------|
| #NUM! | | Ensure there are no special symbols such as \$ or % being used with the number. |
| | Division by zero is an invalid operation. | Change the divider to non-zero value |
| #N/A | | |
| | The cell reference is not valid. | |
| Operator | Function | Example |
| <= | | |
| | Multiplication | = (L3 * 10) Multiplies the value in cell L3 by 10. |
| (Space) | | |
| | | L1:L6 Defines a range from L1 to L6. |

B. Answer the following questions.

1. What are Formulas in Excel? List some elements of a formula.

.....

2. What is Cell Reference? Differentiate between Relative and Absolute Cell Referencing.

.....

3. What are functions used for in Excel? What rules should we follow while using functions?

.....

4. Name and define some Text functions.

.....