



EXERCISE

1. Fill in the blanks

- (a) Arranging data in the ascending or descending order is known as Data Sorting
- (b) Information functions provide information about a particular cell.
- (c) Instead of numbers, logical function may be supplied as arguments to functions.
- (d) Financial functions are used to calculate the interest on the loan.
- (e) The Add level button in Sort dialog box is used for multilevel sorting.

2. Mark the following sentences as true or false

- (a) MS Excel comes loaded with a variety of readymade functions. True
- (b) A function is a task that is performed to produce a result. True
- (c) Database functions calculate interest on a loan, the number of installments of a loan, the amount of every installment and so on. False
- (d) Text functions perform a number of operations on strings. True
- (e) Information functions provide information about a particular cell such as the type of data it contains, textual or numeric. True

3. Name the following

- (a) A function that evaluates logical expressions to true or false. Logical function
- (b) Inputs provided to Excel functions to operate upon. Arguments
- (c) Function to calculate the installment of a loan. Financial Function
- (d) Category of functions to calculate square root, absolute value, etc. Math and Trigonometry Functions
- (e) Tab that provides the facility for sorting. Data tab

4. Define the following [Do by yourself]

- (a) Built-in Functions
- (b) Logical Functions
- (c) Text Functions
- (d) Database Functions
- (e) Sorting

5. Write down the steps to

- (a) sort a given data. Pg 22, 23
- (b) use the IF function to evaluate a logical expression and display an appropriate message. Pg 20, 21
- (c) raise a number to a power. Pg 18, 19

5.

d) Compute the minimum value from a given set of numbers.

→ Step 1: Click on Formulas tab.
Select Insert Function from Functions Library group. Insert Function dialog box opens up.

Step 2: Select the ^{cell} and write the formula.
for ex := MIN (cell range)

Step 3: Click enter key after entering the formula.

Step 4: The result will displayed on the particular selected cell.

e) get the current date and time using built-in functions.

Ans Step 1: Click on the Home tab.

Step 2: Click on Numbers and go to general and click on down arrow key.

Step 3: Select the cell where you want to insert date and time. And write the formula
Eg: For date - TODAY ()
For time - NOW ()

Step 4: After writing the formula press the enter key.

Step 5: Result will display on the selected cell.

Note: i) Do all the exercise question in computer copy.