

Unit 4: Electronic Spreadsheet

Lesson 3. Formulas and Functions

Find the correct one-word answers and write it.

1. A sequence of values, cell references, functions and operators that produce a new value from the existing values.

Ans.

2. These are the symbols used in formulas to perform mathematical calculations.

Ans.

3. A built-in formula that we can use to perform a specific calculation on the data.

Ans.

4. The specific values in a function used in a particular order to perform calculations

Ans.

5. A feature in MS Excel that automatically enters the appropriate formula for the commonly used functions.

Ans.

6. The letter of the Greek alphabet used to represent Autosome menu in Excel.

Ans.

7. The formula in Excel will always begin with a This sign.

Ans.

8. The data in the formula that have a specific fixed value that don't change.

Ans.

9. The function is used when you need to calculate totals for a range of cells or a group of selected cells on a worksheet.

Ans.

10. It is used to view, enter, and edit values and formulas in cells which is located next to the name box and above the worksheet area.

Ans.

Function | Σ (Sigma) | Formula | AutoSum | = (Equal to)

SUM | Operators | Constants | Arguments | Formula Bar