



D. Find the difference between the following Binary numbers:

a.  $10011 - 01010 = (01001)$ ,

b.  $11001001 - 01100110 = (01100011)$ ,

c.  $111 - 001 = (110)$ ,

d.  $101110 - 110111 = (001001)$ ,

E. Multiply the following Binary numbers:

a.  $101 \times 011 = (01111)$ ,

b.  $1011 \times 101 = (110111)$ ,

c.  $101010 \times 1011 = (111001110)$ ,

d.  $11010101 \times 11111 = (1100111001011)$ ,

F. Divide these Binary numbers:

a.  $1111 + 11 = 101$

b.  $111001 + 101 = 1011$

c.  $111111111 + 1011 = 101110$

d.  $10100110111 + 111 = 01110011$

## CHAPTER :3 FORMULAS AND FUNCTIONS

### Formative Assessment

#### A. Fill in the blanks:

1. Calculations
2. =
3. Cell reference
4. Absolute reference
5. Exclamation mark and Cell address
6. Arguments
7. Parenthesis

#### B. State True or False:

1. False
2. False
3. False
4. True
5. True
6. False
7. True

#### C. Application Based Questions:

1. Max() & MIN() function
2. =15000\*10/100.J

### Summative Assessment

#### A. Multiple Choice Questions:

1. (c) Sheet!D4
2. (c) Alt+=
3. (c) Max()
4. (a) MOD
5. (b) A3

#### B. Answer the following:

1. A formula is an expression that can include cell addresses, numbers, arithmetic operators and parenthesis. It must begin with =symbol followed by cell references and operators. For example: =A2+B2\*C4-SUM(E3:E5).
2. The cell address in the formula is known as the cell reference. Types of cell reference are- Relative Reference, Absolute Reference and Mixed Reference.
3. Absolute reference is used when we do not want to change the address of the cell on copying the formula to another cell. To make absolute reference of a formula, you have to add dollar (\$) sign before the column and row number, for example =A\$1+\$A\$2.
4. To rename a sheet tab follow these steps:
  - a. Right-click on the 'Sheet' tab at the bottom of the Excel sheet.
  - b. A pop-up menu will appear. Click on the Rename option. The cursor will appear in the Sheet tab.
  - c. Type the required name and press Enter key.
5. Range is a rectangular area consisting of a group of cells, adjacent to each other. It can be an entire worksheet as well.
6. Functions are pre-designed formulas in Excel to perform simple and complex

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calculations. They eliminate the chance of writing the wrong formulas. They accept the arguments and return values. Some of the commonly used functions are: SUM, AVERAGE, MOD, ROUND, POWER, SQRT, ODD.

7. Rules to enter a function are :
  - + All Excel functions must begin with = sign.
  - + Function name must be a valid Excel name, e.g., SUM, AVERAGE.
  - + Function name must be followed by opening and closing parenthesis.
  - + Parenthesis contain arguments within it. For example, =SUM(A1:AS).

