

Chapter 1: Excel to Excel

Month: April - 12/4/26.

Class: VI Std

(-1) Answer the following Questions:

1. What are functions in Excel? Name any four functions and state their uses.

Ans: Functions are predefined formulas built into Excel to perform specific calculations.

Some of the functions in Excel are:

Function	Its uses
(1) SUM():	Adds all the numbers within a range of cells.
(2) AVERAGE():	Calculates the mathematical mean of a group of values.
(3) MAX():	Identifies the largest value in a selected range.
(4) MIN():	Identifies the smallest value in a selected range.

2. What are formulas in Excel? Give two examples and say what they do.

Ans. Formulas are user defined expressions used to perform calculations. They always begin with an equal sign (=)

1. Example (1) $=A1+B1$ → Adds the values in Cell A1 and B1

2. Example (2) $=C5*10$ → Multiplies the value in cell C5 by 10.

3. Why do we use charts in Excel?

How is a pie chart different than a bar graph?

Ans. The charts are used to represent data visually, making it easier to identify trends, patterns and comparisons at a glance.

Pie charts show how parts make up a whole, whereas Bar graph uses rectangular bars to compare different categories or track changes over time.

Competency based question:

A teacher asks you to prepare a "class Attendance sheet" in Excel. Which feature can you use to automatically continue the days of the week?

Ans: "Autofill" feature is used to automatically continue the days of the week. By clicking and dragging the Fill handle option, the dates are filled automatically.