

Chapter 2

Formulas and functions in MS Excel

Answer the following questions

1. What is a formula?

Formula is an expression that consists of a combination of values and operators, the dynamically gets evaluated.

2. What are the steps you should keep in mind during entering a formula?

To enter a formula, execute the following steps,

- Select a cell where you want to insert a formula.
- To let Excel know that you want to enter a formula, type and equal sign (=)
- Press enter key.

3. How is a text formula used for concatenation?

To create a text formula, you need to use the text concatenation operator (&). This operator is used to join texts, which is technically called concatenation. For example, to join two texts say “computer” and “education” simply type in any cell =”computer”&”education” and hit the enter key, you will see that Excel displays it as “computereducation”.

4. What is a function?

A function is a predefined formula that helps perform common mathematical, statistical, string operations. It has the following general syntax:

=Function Name (Arguments)

5. What is Function Wizard used for?

Sometimes it happens that you are not sure which Excel function to use, or aren't sure of the syntax needed for a particular function you can use Function Wizard or insert function command in Excel.