BAL BHARATI PUBLIC SCHOOL, PITAMPURA, DELHI – 110034

CLASS - VI

WEEK : 14th - 18th December 2020
SUBJECT : COMPUTER
CLASS : VI
Chapter – 4 Excel Formula and Function
NUMBER OF BLOCKS : 1
GUIDELINES

Dear Students

- Attempt the assignment questions in Computer notebook.
- Read the lesson from the textbook also.

SUB TOPIC :

1. Functions – Maximum , Minimum and Average

2. Errors in formula

INSTRUCTIONAL AIDS :

- Presentation by Screen Sharing
- Microsoft Excel Software

LEARNING OUTCOMES

By the end of this lesson *each learner will be able to:*

- • Understand the concept of Functions in MS Excel

INTRODUCTION ACTIVITY :-

Functions in Excel

A function is a built in formula that you can use to perform a calculation on the data in your worksheet. The commonly used functions are Sum , Max and Min.

Structure of a function

Function in Excel always begins with an = followed by the function name. Function name is followed by opening parenthesis and then the arguments separated by comma or colon and closing parenthesis.

For Example:

=Sum(A1:A3)

Max Function
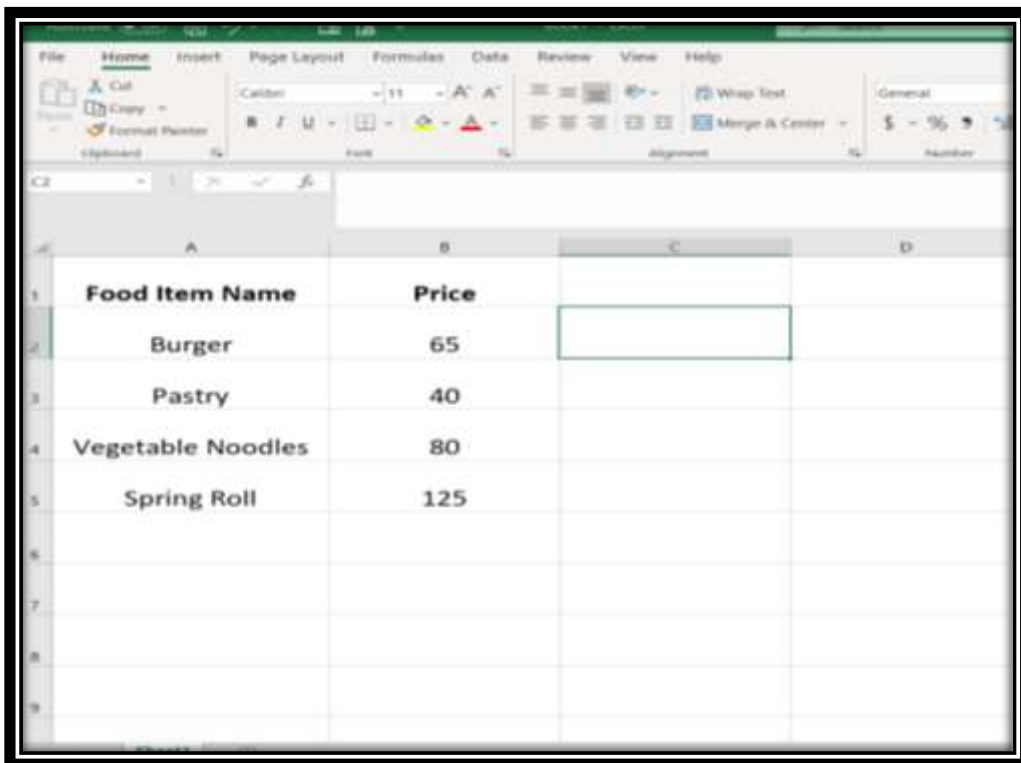It is used to display the highest value in a range.

Min Function
It is used to display the lowest value in a range.

SUM Function
It is used to calculate the total off all the values in range.

Practical Activity

Create a worksheet with two columns (Food Item name, Price).

Using Functions

1. Evaluate the price with Minimum cost value.

2. Find the price of Maximum cost value.
3. Calculate the total price of all the items

Errors in Formula

An error message appears when Excel cannot properly calculate or display the result of a formula.

- ######
  The column is too narrow to display the result of a calculation.

- #Div/0!
  The formula divides a number by zero

- #Name?
  The formula contains a function name that Excel does not recognize.

- #Value !
  Formula refers to the cell that Excel cannot use in calculation.