

Good Morning Students,

Students this lesson is for class VIII, for the subject of Computers. Topic is "Formulas in Excel", which is covered in chapter 2.

So, I hope all the students are ready for today's lesson. Students, we have done Ms. Excel in previous classes also, and also practised the software in computer lab, so I presume that you all know that what is Ms. Excel. As we know that Excel is very easy to use software for doing calculations either using a Formula or a Function.

Formulas in Excel:- As we use formulas in Mathematics for doing calculations, similarly we use formulas in Excel to perform addition, subtraction, multiplication and division. Formula contains cell addresses, numbers, arithmetic operators and parenthesis (brackets). Every formula begins with =(equal to) symbol.

Equal to symbol $\rightarrow$ = A2 + B2 * 5 - SUM(E3:E5) $\leftarrow$ Range of Cells

$\uparrow$ $\uparrow$ $\uparrow$ $\downarrow$
 Cell Address Constants Mathematical operators Function

Cell Address :- It is the address of the specific cell which contains name of column and number of row.

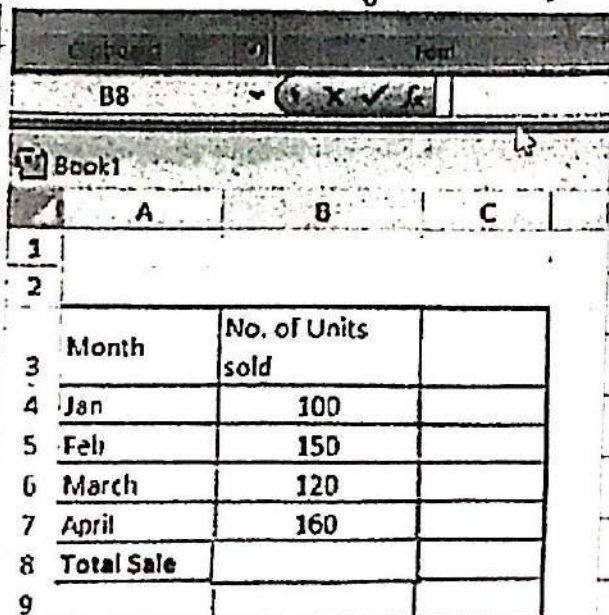
Constant :- These are the numbers or text value that do not change during processing.

Function :- Predefined formulas in Excel are known as function.

Operators :- These are the special symbols used for calculation.

let us start our next topic 'Creating a Basic Formula'

In basic formula only one type of operator is used like to find the sum of numbers we use (+) plus symbol or operator. To create basic formula follow the given steps.



	A	B	C
1			
2			
3	Month	No. of Units sold	
4	Jan	100	
5	Feb	150	
6	March	120	
7	April	160	
8	Total Sale		
9			

Fig 1.1

1. Enter the data as shown in fig 1.1
2. click on the cell B8 which means column B and row 8.
3. In cell B8 type '=' sign.
4. After '=' sign you can either click on cell B4 (where 100 is written) or you can write B4 as given in fig 1.2

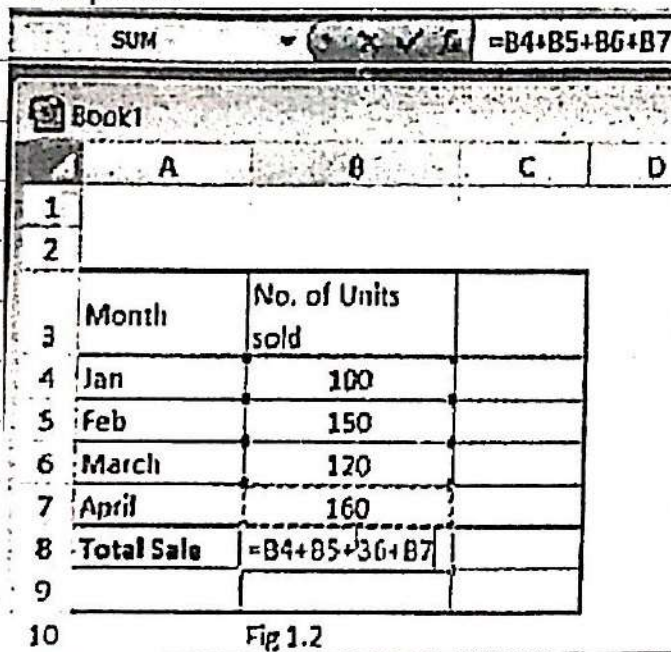


Fig 1.2

Month	No. of Units sold
Jan	100
Feb	150
March	120
April	160
Total Sale	=B4+B5+B6+B7

5. After B4 put the '+' sign and write or click the next cell address that is B5.

6. Follow the same steps till B7 (i.e. 160), Now you can see that there is written in cell B8, =B4+B5+B6+B7, that means you want to add the numbers 100, 150, 120, 160.

7. After clicking enter key you will get the result as shown in figure 1.3.

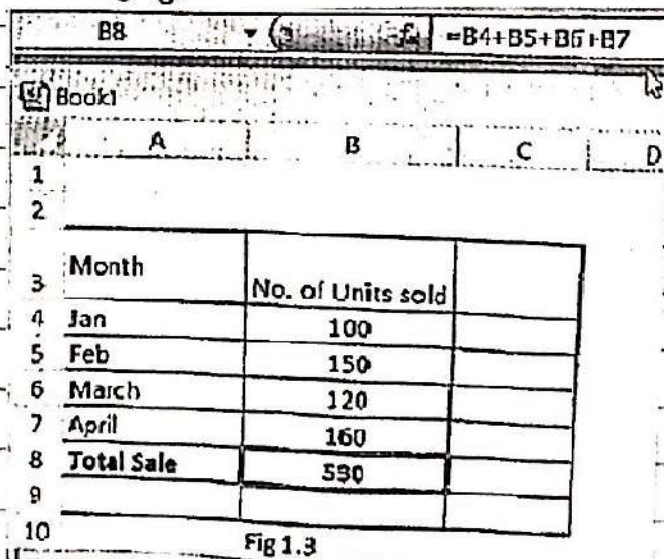


Fig 1.3

Month	No. of Units sold
Jan	100
Feb	150
March	120
April	160
Total Sale	530

Using Compound Formula :- Compounds are used where we use more than one mathematical operator. For example if we want to calculate Simple Interest then we use the formula $= P * R * T / 100$, so you

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can see that in this formula two different operators or mathematical symbols are used that are '*' and '/'. The method to use the compound formula is same as we discussed in creating basic formula. Kindly refer the Figure

Students, now I am ending the lesson. You are advised to read the assignment carefully