

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments

I.P Extension, Patparganj, Delhi – 110092

Session: 2026-27

Class: VI

Subject: Computer

Topic: Ch 2 Answer key

1. Tick the correct option

- a. (ii) b. (i) c. (i) d. (i) e. (iv)

2. Fill in the blanks

- a. Labels b. equal to c. cell reference
d. function e. LEN

3. Think and answer

Ans a. A formula is an expression that operates on the value or a range of cells and generates a result.

Ans b. 19.

$$[8 + 3 * 4 - 5 / 5$$

$$8 + 12 - 1$$

$$20 - 1 = 10]$$

Ans c. The three different types of operators in Excel are:

1. Arithmetic operators : Perform basic mathematical operations.
Eg: =10+5
2. Comparison operators: Used to compare two values with the given set of operators.
Eg: =A1>B1
3. Reference Operators: Used to combine a range of cells for calculations.
Eg: =SUM(A1:A5)

Ans d. A group of selected cells is called a cell range. The selected cells should be in continuation to form the range. Cell range is used to perform a calculation on multiple cells.

To select a cell range using a mouse, click in the first cell from which you want to start the range, then press and hold the left mouse button and drag the mouse diagonally to select the desired range. Then release the mouse button.

Ans e.

Error	Meaning	Tip to correct
#NAME?	The function name is not recognised by Excel	Check and correct the function name
#REF!	The cell reference is not valid	Check and correct the cell ranges
#NUM!	The formula or function contains invalid numeric values	Ensure there are no special symbols such as \$ or % being used with the number

4. Define

a. MAX(): It returns the largest value in the given range.

b. TODAY(): It returns the current date.

c. LEN(): It returns the length of the text string.

5.

Relative Cell Referencing	Absolute Cell Referencing
i. It refers to the cell that is above or below and left or right to a number of rows or columns.	i. It refers to the reference in a formula remains the same even if we copy and paste the formula to a new location.
ii. For example, a formula (=A2*B2) placed in cell C2 multiplies the values of cells A2 and B2. As we press the Enter key, the result of the multiplication of values in A2 and B2 is displayed in cell C2.	ii. For example, if we want the value of A1 to be constant, when multiplying it with cell of column B, absolute referencing will be used.

6. Application based questions.

a. Divide by zero error. She should not divide the number by zero.

b. She should use SUM() function