

# ACLM Institute

## Basic Notes on MS Excel

Microsoft Excel is a spreadsheet application used to store, organize, calculate, and analyze data. It is widely used in offices, schools, businesses, banking, accounting, and data management.

## Excel Interface

**Workbook:** A workbook is an Excel file.

**Worksheet:** A worksheet is a single spreadsheet page inside a workbook.

**Rows:** Horizontal lines in Excel. Rows are numbered 1,2,3...

**Columns:** Vertical lines in Excel. Columns are named A,B,C...

**Cell:** Intersection of row and column. Example: A1, B5.

**Formula Bar:** Used to enter or edit formulas and data.

## Important Excel Functions

### SUM Function

Adds numbers.

**Syntax:** =SUM(A1:A5)

A
10
20
30
40
50

**Result:** 150

### COUNT Function

Counts numeric cells only.

**Syntax:** =COUNT(A1:A5)

A
10
20
Hello
40
50

**Result:** 4

### **AVERAGE Function**

Finds average of numbers.

**Syntax:** =AVERAGE(A1:A5)

A
10
20
30
40
50

**Result: 30**

### **MAX Function**

Finds largest value.

**Syntax:** =MAX(A1:A5)

A
15
80
45
22
60

**Result: 80**

### **MIN Function**

Finds smallest value.

**Syntax:** =MIN(A1:A5)

A
15
80
45
22
60

**Result: 15**

### **MEDIAN Function**

Returns middle value.

**Syntax:** =MEDIAN(A1:A5)

A
10
20
30

40
50

**Result: 30**

### MODE Function

Returns most repeated value.

**Syntax:** =MODE(A1:A6)

A
10
20
20
30
40
20

**Result: 20**

## MEAN

Mean means the average of given values.

**Formula:** Mean = Sum of Values / Total Number of Values

Example:  $(10 + 20 + 30 + 40 + 50) / 5 = 30$

## MOD Function

The MOD function returns the remainder after division.

**Syntax:** =MOD(Number,Divisor)

**Example:** =MOD(10,3)

Result: 1

## Practice Questions

- Find the sum of: 25, 35, 45, 55
- Find the average of: 10, 20, 30, 40
- Find the maximum number: 12, 56, 89, 43
- Find the minimum number: 78, 22, 91, 45
- Find the mode: 10, 20, 20, 30, 40, 20
- Find the remainder of  $25 \div 4$  using MOD function.

