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Basic Spreadsheet Formulas and Functions

Experiment 6 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To use summation, averages, conditions and counts with verified ranges.

Principle

A formula references cells and returns a result. Functions apply a defined operation to a range. Numeric counts and non-empty counts differ, and relative references change when copied.

Requirements

- A spreadsheet with numeric B2:B4 values 10, 20 and 30 and fictional stock/threshold columns.
- Function assistant or the application's official help.

Procedure

1. Enter numbers

Place 10, 20 and 30 as numeric entries in B2:B4. Confirm they are not stored as text.

2. Sum and average

Use =SUM(B2:B4) and =AVERAGE(B2:B4). Check the selected range excludes headings and totals.

3. Count

Compare =COUNT(B2:B4) with =COUNTA(B2:B4). Add a separate text entry in B5 and observe the difference across B2:B5.

4. Conditional result

If D2 is closing stock and E2 is threshold, use =IF(D2<E2;"Reorder";"OK") in a semicolon-based locale. Use the separator required by the actual application.

5. Conditional count

Use =COUNTIF(B2:B4;">15") to count values over 15, with the local separator adjusted if necessary.

6. Verify

Change one input, confirm recalculation and compare expected results manually. Record formula text and resulting value.

Fundamentals of Computer Operations

Observations and Record

Function / formula	Expected constructed result	Actual result
SUM B2:B4	60	_____
AVERAGE B2:B4	20	_____
COUNT B2:B4	3	_____
COUNTIF greater than 15	2	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- If B5 contains text, COUNT(B2:B5) remains 3 while COUNTA(B2:B5) becomes 4.
- If D2 = 8 and E2 = 10, the stated IF formula returns "Reorder." Equality returns "OK" for this particular rule.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What does COUNT count?

Numeric entries in the selected range.

2. What does COUNTA count?

Non-empty entries, including text.

3. Why check the local separator?

Applications/locales may use commas or semicolons between function arguments.

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