



DELHI POLICE 2025

CONSTABLE HCM AWO/TPO

यकीन बैच

COMPUTER

MS EXCEL

Part -12



LIVE
streaming

04-03-2025 04:00 PM



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IF NOT
NOW,
THEN
WHEN?



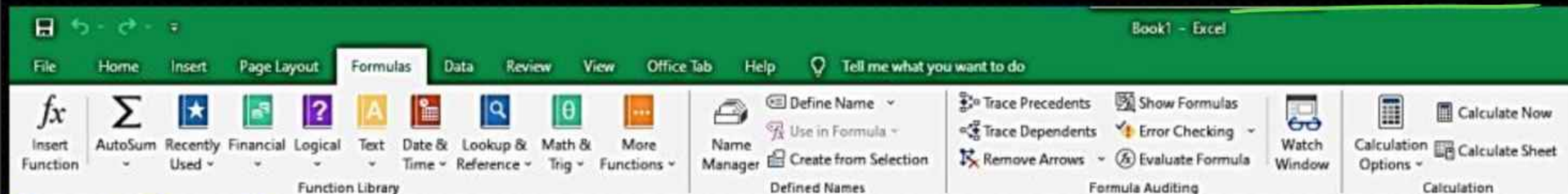
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Formulas Menu in MS-Excel

⇒ Alt + M



Insert Function ✓

Function Library ✓

Defined Names ✓

Formula Auditing ✓

Calculation ✓



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Insert Function

Insert Function

?

×

Search for a function:

Type a brief description of what you want to do and then click Go

Go

Or select a category: Most Recently Used

Select a function:

AVERAGE

AND

SUM

IF

HYPERLINK

COUNT

MAX

AVERAGE(number1,number2,...)

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

[Help on this function](#)

OK

Cancel

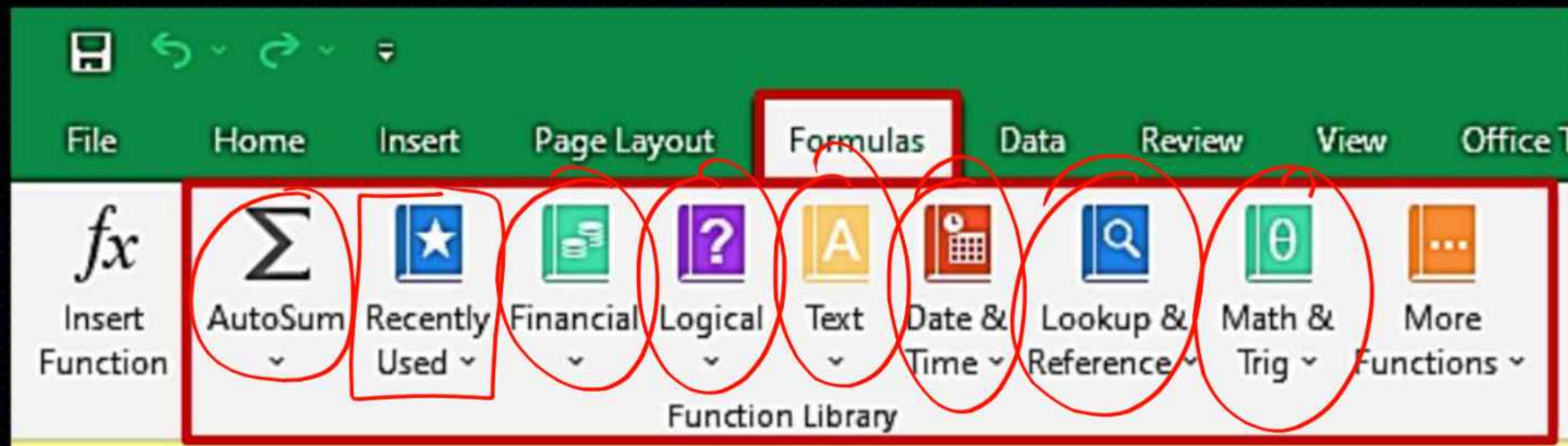


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Function Library Group Command





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AutoSum → **Sum, Average, Count Numbers, Max, Min**

Recently Used →

Financial → **Price, Rate, Received**

Logical → **If, IFERROR, False, True, And, Not, Switch,**

Text → **(related to Text)**

**Text, Find, Search, Replace, Left, Right, Clean, Exact, Lower, Upper, Proper,
LEN, Dollar**



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Date & Time → (Related to Date & Time)

Date, Day, Days, Month, Minute, Second, Now, TIMEVALUE, Today

Lookup & Reference →

Row, Column, Match, Hyperlink, HLOOKUP, VLOOKUP, Index,

Math & Trigo → (Related to Maths & Trigo)

EVEN, ODD, ABS (Absolute), FACT, MOD, Power, Product, Round, Roundup,
ROUNDDOWN, SQRT, SIN, COS, TEN, COT, Quotient, Sum, SUMIF,
SUMPRODUCT, SUMSQ, ROMAN, RAND



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More Functions

Statistical, Engineering, Cube,

Information, Compatibility, Web



More
Functions ▾



Name
Manager



Statistical ▶



Engineering ▶



Cube ▶



Information ▶



Compatibility ▶



Web ▶



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1. It is mandatory to put = before using any formula on MS Excel.

M.S. Excel पर किसी भी Formula का उपयोग करने से पहले = लगाना अनिवार्य है।

2. The #NAME sign appears when there is a formula error in Excel.

M.S. Excel में फॉर्मूला एरर होने पर #NAME साइन दिखाई देता है।

3. For general type of calculation or calculation, after typing = after calculation, the answer comes.

सामान्य प्रकार की गणना या कैलकुलेशन के लिए = के बाद कैलकुलेशन लिखकर एंटर करने से उसका answer आजाता है।



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4. Colon: is used to give the range while applying the Formula/Function.

Formula/Function लगाते समय रेंज देने के लिए **:(Colon)** का प्रयोग किया जाता है।

5. While applying Formula/Function, (Comma) is used to select the specific cell.

Formula/Function लगाते समय स्पेसिफिक सेल को सिलेक्ट करने के लिए

,(Comma) का प्रयोग किया जाता है।



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EXCEL FORMULA LIST





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B
O
D
M
A
S

Calculation Rule in Excel BODMAS

B → Brackets $()$
O → Order → $\sqrt{\quad}$ and x^2
D → Division → $\div$
M → Multiplication → $\times$
A → Addition → $+$
S → Subtraction → $-$

Letter	Description	Operator
B	Brackets	$()$
O	Orders	$\wedge$
D	Divide	$/$
M	Multiply	$*$
A	Add	$+$
S	Subtract	$-$



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= $4/2^2 \times 2$ का मान होगा $\rightarrow$

$$\frac{4}{2^2} \times 2 \Rightarrow \frac{4}{\cancel{4}} \times 2 \Rightarrow 1 \times 2 \Rightarrow \textcircled{2}$$

1 $\rightarrow$ Power

= $6 \times \boxed{4^3/8}$ का मान होगा $\rightarrow$

$$6 \times \frac{4^3}{8} \Rightarrow 6 \times \frac{\cancel{64}^8}{\cancel{8}} \Rightarrow \textcircled{48}$$

= $\boxed{512/8/8/4} + 36$ का मान होगा $\rightarrow$

$$\begin{array}{c} \swarrow \quad \searrow \quad \searrow \\ 64 \quad 8 \quad 2 \end{array} + 36 \rightarrow \textcircled{38}$$



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=36-38/19*2^3 का मान होगा →

$$36 - \frac{38}{19} \times 8 \rightarrow 36 - 2 \times 8 \rightarrow 36 - 16 = \underline{\underline{20}}$$

=32/2^4/2 का मान होगा →

$$32 / 16 / 2 \Rightarrow \boxed{1}$$

=8/4/2-2/2 का मान होगा →

$$8 / 4 / 2 - 2 / 2 = \underline{\underline{0}}$$

H.W.

① →

$$= 36/3^1 2 \times 8 - 3 \Rightarrow$$

② →

$$= 49/7^1 2 + 8 \Rightarrow$$

③ →

$$= 1024/2/2/2/2 + 6^1 2 \Rightarrow$$