

**Questions:**

1. **What are some common functions used in MS Excel, and how is the syntax structured?**

*Answer:* Some common functions in MS Excel include Sum, Average, Product, and Count. The syntax involves using the equal sign followed by the function name and its arguments enclosed in parentheses. Cell references or values are separated by a colon for cell ranges or a comma for individual values.

2. **How can Auto Sum be applied using the Function Library in MS Excel?**

*Answer:* To apply Auto Sum, select the desired cell, go to the Formula tab on the Ribbon bar, click on the Auto sum dropdown list in the Function Library group, and choose the Sum option. Then, select the cells for which you want to calculate the sum and press the Enter key.

3. **What is the purpose of the NETWORKDAYS function in MS Excel, and how is it used?**

*Answer:* The NETWORKDAYS function helps calculate the number of working days between two dates. To use it, select the target cell, go to the Formula tab, choose the date and time dropdown list, and then select the NETWORKDAYS option.

4. **What are the objectives covered in the "Sorting Data" module, and how is sorting accomplished in MS Excel?**

*Answer:* The objectives of the "Sorting Data" module include applying sorting in a worksheet, understanding different types of sorting, and formatting tables. Sorting can be done by clicking on the Data tab, selecting the Sort option, and choosing criteria such as alphabetical, numerical, date and time, customized, or by cell color, font color, or cell icon.

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