

Name:

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WORKSHEET

1

FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

A. Read the clues and answer the following.

1. It is a mathematical symbol used to start a formula in MS Excel.
2. It is a type of charts in MS Excel that shows the correlation between two sets of values.
3. It is a key which shows the meanings of symbols and colours used in the Chart.
4. It is a built-in function that returns the current date.
5. It calculates the maximum, minimum, average etc. of a set of numeric data.

B. Circle the correct option.

1. Absolute cell references in MS-Excel use the dollar (\$) / equal (=) symbol.
2. Built-in formulas in Excel are called functions/methods.
3. The hash / exclamation sign point separates the worksheet portion of the reference from the cell portion.
4. Formula is visible in the Status bar / Formula bar when you select a cell that contains the result of the formula.
5. Statistical / Mathematical function calculates the average of a given set of numbers.

C. Write the use of the following functions in MS Excel:

1. LEN() –
2. COUNT() –
3. UPPER() –
4. SQRT() –

D. Identify the following icons of MS Excel.



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