

Name: .....

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Class: ..... Section: .....

Date: .....

## SPREADSHEET—FUNCTIONS AND CHARTS

### Chapter-2

#### A. Read the clues and answer the following:

1. It is used to find the largest value in the given range. ....
2. It is a type of chart in Excel 2016 that shows the correlation between two sets of values. ....
3. It is the vertical axis that is used to plot the values in Excel 2016. ....
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:



1. ....

2. ....