

Name:

Roll No:

Class: Section:

Date:

FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

A. Complete the sentences.

- Built-in formulas of Excel are called
- Look up and reference functions locate
- In Excel, Charts group exist in the
- Parentheses make your formulas
- Formulas in MS Excel begin with an

B. Write 'T' for true and 'F' for false. Correct the false statements.

- Excel calculates expressions within parentheses at last.
.....
- The SQRT() function returns the square of the given number.
.....
- The UPPER() function is used to convert text string into lower case.
.....

C. Match the following:

- | | |
|--------------------------|---|
| 1. Area chart | a. Show the meaning of symbols and colours in chart |
| 2. Pie chart | b. Quantitative magnitude of data |
| 3. XY Scatter Plot chart | c. Sector showing relative size of each value |
| 4. Legend | d. Correlation between two sets of values |

D. Write the names of two functions of each category:

- | | | |
|----------------------------|-------|-------|
| 1. Date and Time Functions | | |
| 2. Text Functions | | |
| 3. Mathematical Functions | | |
| 4. Statistical Functions | | |