

Name:

Roll No:

Class: Section:

Date:

FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

A. Complete the sentences.

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

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

1. Excel calculates expressions within parentheses at last.
.....
2. The SQRT() function returns the square of the given number.
.....
3. 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 | | |