Name: ....

Roll No: ....

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

Date: ....

CHARTS IN EXCEL

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:

$$\Sigma$$

1. ....   2. ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....