

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMULAS AND FUNCTIONS IN EXCEL 2016

Chapter-2

A. Tick (✓) the correct option.

- Any text entered in Excel is called
a. Value ☐ b. Label ☐ c. Formula ☐
- A formula must always begin with
a. + ☐ b. - ☐ c. = ☐
- These operators are used to combine a range of cells
a. Comparison ☐ b. Arithmetic ☐ c. Reference ☐
- function rounds number to an integer value.
a. INT(number) ☐ b. POWER(power) ☐ c. COUNT(range) ☐

B. Fill in the blanks.

- are numbers or text values that do not change. (Constants/References)
- A cell reference refers to a specific row or column. (Absolute/Mixed)
- By default, numeric values are always (right-aligned/ left-aligned)
- error means that cell reference is not valid. (#REF!/#Name?)

C. Write 'T' for true and 'F' for false.

- Function must be followed by opening and closing parenthesis.
- ABS(number) returns the count of the number of values in the selected range.
- Concatenate joins together two or more different text strings.
- Numerical entries are treated as fixed values in Excel.