

Worksheet

Name:
Roll No: Class: Section:
Date:

FORMULAS AND FUNCTIONS IN EXCEL 2016

Chapter-3

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. ABS(number) | a. Text function |
| 2. RIGHT(text, num_chars) | b. Date and Time function |
| 3. MIN(range) | c. Logical function |
| 4. HOUR(time) | d. Mathematical function |

D. Answer the following questions.

- What is the use of Label?
.....
- What are two ways using which a range can be selected in a worksheet?
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