

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

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:



1.
2.