

# Worksheet

2

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

### Chapter-2

#### A. Explain the following:

- SUM() - .....
- Operators - .....
- Chart - .....
- Legend - .....

#### B. Tick (✓) the correct option.

- Which one of the cell references can be included in relative reference?
 

a. A3	<input type="checkbox"/>	b. A\$1	<input type="checkbox"/>
c. \$A\$4	<input type="checkbox"/>	d. \$D6	<input type="checkbox"/>
- The common functions like SUM, AVERAGE, MAX, MIN, can be accessed by using the down-arrow of the ..... command.
 

a. AutoSum	<input type="checkbox"/>	b. Insert	<input type="checkbox"/>
c. Format	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

#### C. Write the formula to:

- Concatenate the text strings "Touch" and "Pad".  
.....
- Find the maximum value from the 3, 5, 9, 10, and 13 values.  
.....
- Find the current day from the date 7/23/2021.  
.....
- Extract three characters from the right side of the text string "Concatenate".  
.....