

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMULAS AND FUNCTIONS

Chapter-5

A. Complete the sentences.

1. Built-in formulas of Excel are called
2. Look up and reference functions locate
3. Parentheses make your formulas
4. Formulas in MS Excel begin with an

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Excel calculates expressions within parentheses at last.
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2. The SQRT() function returns the square of the given number.
.....
3. The UPPER() function is used to convert text string into lower case.
.....

C. Write the steps to name a cell range in MS Excel.

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D. Write the names of two functions of each category:

1. Date and Time Functions
2. Text Functions
3. Mathematical Functions
4. Statistical Functions