

Worksheet

2

Name:

Roll No: Class: Section:

Date:

SPREADSHEET—FUNCTIONS AND CHARTS

Chapter-2

A. Define 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

☐

b. A\$1

☐

c. \$A\$4

☐

d. \$D6

☐

- Numbers or text values that do not change are called

a. Function

☐

b. Constant

☐

c. Reference

☐

d. All of these

☐

- What will be the result of =UPPER("formula")?

a. Formula

☐

b. FORMULA

☐

c. formula

☐

d. None of these

☐

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 7/23/2019.
.....
- Extract three characters from the right side of the text string "Concatenate".
.....