

Worksheet

2

Name:

Roll No: Class: Section:

Date:

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	☐	b. A\$1	☐
c. \$A\$4	☐	d. \$D6	☐
- The common functions like SUM, AVERAGE, MAX, MIN, can be accessed by using the down-arrow of the command.

a. AutoSum	☐	b. Insert	☐
c. Format	☐	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 7/23/2021.
.....
- Extract three characters from the right side of the text string "Concatenate".
.....