

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMULAS AND FUNCTIONS IN EXCEL 2021

Chapter-2

A. Tick (✓) the correct option.

1. Any text entered in Excel is called

a. Value

☐

b. Label

☐

c. Formula

☐

d. Operator

☐

2. A formula must always begin with

a. +

☐

b. -

☐

c. =

☐

d. *

☐

3. Which of the following operators are used to combine a range of cells?

a. Comparison

☐

b. Arithmetic

☐

c. Reference

☐

d. None of these

☐

4. function rounds number to an integer value.

a. INT(number)

☐

b. POWER(power)

☐

c. COUNT(range)

☐

d. MAX(range)

☐

B. Fill in the blanks.

1. are numbers or text values that do not change. (Constants/References)

2. A cell reference refers to a specific row or column. (Absolute/Mixed)

3. By default, numeric values are always (right-aligned/ left-aligned)

4. error means that cell reference is not valid. (#REF!/#Name?)

C. Write 'T' for true and 'F' for false.

1. Function must be followed by opening and closing parenthesis.

2. ABS(number) returns the count of the number of values in the selected range.

3. Concatenate joins together two or more different text strings.

4. Numerical entries are treated as fixed values in Excel.