

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMULAS & FUNCTIONS IN EXCEL

Chapter-2

A. Read the clues and answer the following:

1. It is used to find the largest value in the given range.
2. It is used to check whether the given condition is met, and returns value1 if the condition evaluates to true, and value2 if the condition evaluates to false.
3. It is a built-in function that returns the current date.
4. It calculates the maximum, minimum, average etc. of a set of numeric data.

B. Circle the correct option.

1. Absolute cell references in Excel use the (dollar (\$) / equal (=) symbol).
2. Built-in formulas in Excel are called (functions/methods).
3. The (hash / exclamation) sign point separates the worksheet portion of the reference from the cell portion.
4. Formula is visible in the (Status bar / Formula bar) when you select a cell that contains the result of the formula.
5. (Statistical / Mathematical) function calculates the average of a given set of numbers.

C. Write the use of the following functions in Excel:

1. LEN() –
2. COUNT() –
3. UPPER() –
4. SQRT() –

D. Identify the following icons of Excel:



1.



2.