

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CHARTS, FORMULAS AND FUNCTIONS IN EXCEL 2019

A. Tick (✓) the correct option.

1. Which of the following is a relative reference?

a. A3

☐

b. \$A\$4

☐

c. A\$1

☐

d. \$D6

☐

2. is the horizontal axis of the chart.

a. Y-axis

☐

b. X-axis

☐

c. P-axis

☐

d. None of these

☐

3. Which of the following is not a valid type of address in MS Excel?

a. Range

☐

b. Cell reference

☐

c. Mixed reference

☐

d. None of these

☐

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

1. Excel is one of the most useful programs.

.....

2. Combined reference is a type of cell reference.

.....

3. Plot Area includes all the objects and elements of a chart.

.....

4. Excel does not provide functions for working on textual content.

.....

5. Chart options is in the Insert tab.

.....

C. Define the following functions:

1. YEAR

.....

2. IF

.....

3. CONCATENATE

.....

4. ROUND

.....

