

Name: _____
 Roll No: _____
 Class: _____ Section: _____ Date: _____

FORMULAS AND FUNCTIONS IN EXCEL 2016

A. Match the following:

Functions	Purpose
1. SUM	a. It returns the square root of the given number.
2. INT	b. It returns the absolute value of a given number.
3. ABS	c. It rounds number to an integer value.
4. SQRT	d. It returns the sum of a range.

B. Write the output of the following:

1. =MIN (5,7,8)
2. =LEFT("Computer", 4)
3. =AVERAGE(12,3,6)
4. =TODAY()
5. =LEN("Touch")
6. =COUNT(4,8,12)

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

1. Every function begins with a + sign.
2. Combined reference is a type of cell reference.
3. The NOW() function is used to display the current date.
4. Excel does not provide functions for working on textual content.
5. The MAX() function returns the largest value from a set of values.

D. Define the following functions.

1. YEAR
2. IF
3. CONCATENATE
4. ROUND