ORANGE

WORKSHEET ①

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TOUCHPAD
PLAY Ver. 2.1 ⊙

CLASS 6

FORMULAS AND FUNCTIONS

Chapter-3

A. Complete the sentences.

1. Built-in formulas of Excel are called ....

2. Look up and reference functions locate ....

3. In Excel, Charts group exist in the ....

4. Parentheses make your formulas ....

5. Formulas in MS Excel begin with an ....

B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Excel calculates expressions within parentheses at last.

   ....

2. The SQRT() function returns the square of the given number.

   ....

3. The UPPER() function is used to convert text string into lower case.

   ....

C. Match the following:

1.	ABS(number)	a,	Text function
2.	RIGHT(text, num_chars)	b.	Date and Time function
3.	MIN(range)	c.	Logical function
4.	HOUR(time)	d.	Mathematical function

D. Answer the following questions:

1. Name two elements of Formula.

   ....

2. What are two ways using which a range can be selected in a worksheet?

   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____