

Worksheet

2

Name:

Roll No: Class: Section:

Date:

SPREADSHEET—FUNCTIONS AND CHARTS

Chapter-2

A. Define the following:

- SUM() -
- Operators -
- Chart -
- Legend -

B. Tick (✓) the correct option.

- Which one of the cell references can be included in relative reference?

- | | | | |
|-----------|--------------------------|---------|--------------------------|
| a. A3 | ☐ | b. A\$1 | ☐ |
| c. \$A\$4 | ☐ | d. \$D6 | ☐ |

- Numbers or text values that do not change are called

- | | | | |
|--------------|--------------------------|-----------------|--------------------------|
| a. Function | ☐ | b. Constant | ☐ |
| c. Reference | ☐ | d. All of these | ☐ |

- What will be the result of =UPPER("formula")?

- | | | | |
|------------|--------------------------|------------------|--------------------------|
| a. Formula | ☐ | b. FORMULA | ☐ |
| c. formula | ☐ | d. None of these | ☐ |

C. Write the formula to:

- Concatenate the text strings "Touch" and "Pad".

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- Find the maximum value from the 3, 5, 9, 10, and 13 values.

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- Find the current day from the date 7/23/2019.

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- Extract three characters from the right side of the text string "Concatenate".

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