

Worksheet

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Name:

Roll No: Class: Section:

Date:

FORMULAS, FUNCTIONS AND CHARTS IN EXCEL

Chapter-2

A. Tick (✓) the correct option.

- Which of the following is used to select a range of data automatically?
a. Property ☐ b. Cell address ☐ c. Function ☐
- Which function is used to find how many cells contain numbers and not text?
a. TEXT ☐ b. NUMBER ☐ c. COUNT ☐
- Which function is used to find the highest number in a set of numbers or a range of cells?
a. MAX ☐ b. MIN ☐ c. HIGH ☐
- Which predefined feature is known as functions in Excel?
a. Property ☐ b. Formulas ☐ c. data ☐

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

- Excel calculates expressions within parenthesis first.
- Excel calculates multiplication and division, before addition and subtraction.
- Combined reference is a type of cell reference.
- We cannot create Bar chart in MS Excel.
- Excel calculates consecutive operators with the same level of precedence from left to right.

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.
.....
- Find the current day from the date 7/23/2021.
.....
- Extract three characters from the right side of the text string "Concatenate".
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