

## Chapter 2

# WORKSHEET

### I. Fill in the blanks.

1. \_\_\_\_\_ is an operator.
2. A \_\_\_\_\_ is also known as a formula.
3. In Excel, the formula entered in a cell appears on the \_\_\_\_\_.
4. Predefined formulas in Excel are known as \_\_\_\_\_.
5. The \_\_\_\_\_ Excel function counts all the cells in a given range.

### II. State whether the following statements are True (T) or False (F).

1. Formulas and functions are used differently in Excel. \_\_\_\_\_
2. In Excel, we can create formulas. \_\_\_\_\_
3. There are predefined formulas available in Excel. \_\_\_\_\_
4. By default, all cell references are absolute references. \_\_\_\_\_
5. Cell references are known as functions. \_\_\_\_\_

### III. Tick (✓) the correct option.

1. What symbol do formulas in Excel start with?  
(a) +  (b) =   
(c) –  (d) /
2. What common function displays the minimum value from a range?  
(a) Less()  (b) Max()   
(c) Min()  (d) Minimum()
3. Which Excel function can be used to calculate the total from a range of numbers?  
(a) Sum()  (b) Function()   
(c) Total()  (d) Count()

4. Which of the following is used to find the maximum from a range of numbers entered in cells A1, A2, A3 and A4?

(a) =max(A1-A4)

(b) =Max(A1:A4)

(c) =Max(A1 to A4)

(d) =Maximum(A1:A4)

5. Predefined formulas are called \_\_\_\_\_.

(a) Functions

(b) Operators

(c) Pre

(d) None of these