

2. Formulas and Functions with Excel 2013

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