



Std. - V

REVISION WORKSHEET-1 FORMULA AND FUNCTION IN EXCEL (Ch-5)

Sub. -Computer

SECTION-C Computational Ability

- I. Write the shortcut key combination for the following operations in MS Excel 2016. [1]
- (a) To minimise a workbook
- (b) To cancel an entry in an cell or formula bar
- II. Give two functions name in MS Excel. [1]
- III. Give two examples of the following terms in Excel formula. [2]
- (a) Cell Reference (b) Cell References
- (c) Values (d) String

SECTION-D Traditional objectives

- IV. Tick (√) the correct answers. [3]
1. These are inbuilt formulas.
- (a) Strings (b) References (c) Functions
2. The AutoSum function is present on this tab.
- (a) Home (b) Formulas (c) Both
3. A formula in Excel always begins with
- (a) = (b) + (c) /
- V. Fill in the blanks. [3]
- Max, Range, String
- (a) The ampersand (&) symbol is used to join the
- (b) The function is used to find the highest numeric value in a range.
- (c) A is a group of selected adjacent cells.

VI. Write T for True and F for false. [3]

(i) Circular reference is a type of cell reference. []

(ii) Relative cell reference is the default cell reference in MS Excel. []

(iii) We use Ctrl + 10 to open the Delete dialog box. []

VII. Give short answers :- [1]

(a) Name the types of cell reference in MS Excel.

(b) Which function is used to display the current date in the DD/MM/YYYY format.