INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department : Computer Science	Year :2020-2021
Worksheet no:4 with Solutions	Topic: MS Excel -Formula & Function	

I. Choose the correct answer

1. ……….is a sequence of cell reference and operators to do calculation.

   a.Reference   b.Formula   c.Value

2. ………are specific values used in particular order to perform calculations in functions.

   a.Arguments   b.Number   c.Digit

3. A range name must start with a……….

   a.Number   b.Letter   c.Symbol

4. The range reference includes both anchor points separated by a………….

   a.Colon   b.Hyphen   c.Comma

5. AutoSum menu is represented by ………. Button.

   a. Σ   b.ſɲ   c.л

II. Write 'T' for True and 'F' for false statements.

1. Formula bar shows the formula you are using in active cell.**True**

2. Operators specify the type of calculation ,you want to perform.**True**

3. A formula is ready-made operation to perform a calculation. **false**

4. PMT function calculates the payment for a loan based on constant payments & a constant interest rate.**True**
5. Goal seek immediately attempts to apply the function to the adjacent cells.**True**

III. <u>Fill in the blanks</u>
1. Excel recognizes any data as a **<u>formula</u>** when it begins with an equal to sign(=)
2. **<u>Constants & Formulas</u>** are two types of data in the Excel.
3. **<u>Parenthesis</u>** is used to change the order in which excel performs calculations.
4. **<u>Arithmetic</u>** operators are used to perform mathematical calculations.
5. **<u>Autofill</u>** feature will quickly copy formulas across rows or columns.
6. A formula using the **<u>Absolute</u>** cell reference keeps the cell reference constant.