



# INDIAN SCHOOL AL WADI AL KABIR

<b>Class: VI</b>	<b>Department : Computer Science</b>	<b>Year :2021-2022</b>
<b>Worksheet no:1with Solutions</b>	<b>Topic: MS Excel -Formula &amp; Function</b>	

## I. Choose the correct answer

- .....is a sequence of cell reference and operators to do calculation.  
a.Reference b.**Formula** c.Value
- .....are specific values used in particular order to perform calculations in functions.  
a.**Arguments** b.Number c.Digit
- A range name must start with a.....  
a.Number b.**Letter** c.Symbol
- The range reference includes both anchor points separated by a.....  
a.**Colon** b.Hyphen c.Comma
- AutoSum menu is represented by ..... Button.  
a.  $\Sigma$  b.f $\eta$  c. $\pi$
- What would be a correct formula for SUM in excel ?  
a. **=SUM(B3:B9)** b. =SUMB3+B9 c =B3,B9
- There are three types of cell references ,Relative and Mixed are two of them.What is the third  
a) Joined b) solid c) static d)permanent e) **absolute**.
- The cell reference for cell range of G2 to M12 is  
a) G2.M12 b)G2-M12 c)**G2:M12** d)G2;M12
- The software which contains rows and columns is called  
a) Database b) Drawing c) Word processing d) **Spreadsheet**
- Formatting a cell in Currency, you can specify  
a) Decimal places b) **Currency symbol** c)both d) None
- Which of the following is not true regarding Conditional Formatting?  
a) You can add more than one condition to check b) **You can set condition to look for Bold and apply Italics on them**, c) You can apply Font,

border and pattern formats that meets the specified conditions, d) You can delete any condition from Conditional Formatting dialog box if it is not required

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. Fill in the blanks

1. Excel recognizes any data as a **formula** when it begins with an equal to sign(=)
2. **Constants & Formulas** are two types of data in the Excel.
3. **Parenthesis** is used to change the order in which excel performs calculations.
4. **Arithmetic** operators are used to perform mathematical calculations.
5. **Autofill** feature will quickly copy formulas across rows or columns.
6. A formula using the **Absolute** cell reference keeps the cell reference constant.
7. **Conditional sum** is used to add particular numbers in a field if the conditions applied to them are fulfilled.
8. Function is a built-in **formula** which is used to perform a calculation.
9. By using **insert fuction** button ,we can use advanced excel functions.
10. **Goal Seek** feature helps to reach our goal by adjusting one of the value of argument used for functions.
11. The formula using the **relative cell reference** adjust the cell reference as it copies to the destination area.
12. While copying formulas , excel does not change cell references and make it constant ,at that time excel uses **absolute cell referencing**