Chapter- 5  
 FORMULAS AND FUNCTIONS

**Level-1 1 Mark**

**Fill in the Blanks**

1. Formulas are used to perform-------------.
2. A formula always begins with an--------------------sign.
3. The cell address in a formula is also called-----------------------.
4. The cell address in a formula that does not change on copying, is considered as----------
5. The addition of two or more text values is called----------------------.
6. ------------------------ are input to functions, which accept values as number or text.
7. A function must be followed by opening and closing--------------------------
8. The----------------------character is used for concentration of strings.

2. State True or False.

1. Formulas must begin with a question mark (?).
2. In Absolute Referencing, the relative position of rows and columns changes where you copy a formula.
3. A combined Reference is a type of cell reference
4. in Absolute Referencing," sign is used before the cell co-ordinates.
5. A range can be used in a formula,
6. A Sheet tab cannot be renamed.
7. The SUM function is used to find sum of values.
8. The error #VALUE occurs if the number is divided by a zero.

3.. Application-based questions.

1. A Sports teacher has measured the height of the students in a class. Saumya has been given the assignment to find the maximum and minimum height from the collected data. Suggest the function that she should use to accomplish the task.
2. Ms Priya and her friends got a raise of 10% in their salaries. Find the total amount if their present salary 15,000. Calculate the salary by using the formula.

4.. Multiple-choice questions.

1. To use the Sheet reference, which address is appropriate out of the following options?

a. D4! Sheet1

b. Sheet1, D4

C.Sheet1! D4

1. Which key combination is used to get the sum of the values of the adjacent cells?
2. Shift + S
3. Ctrl+’
4. Alt+=
5. Which function returns the remainder after a number is divided by the divisor?
6. MOD
7. POWER
8. SUM
9. Which function finds the largest number in a range?

a. Average ()

b. Count()

C. MAX()

1. Which of the given cell references can be used in a relative reference?
2. $06
3. A3
4. A$1
5. Which function is used to count the number of numeric values in a range?

a. Count()

b. SUM()

c. COUNTNUMBERS()

**Level-2 2 Marks**

Answer the following questions.

1. What is a Formula? Explain with the help of an example.
2. What is Cell Reference? Mention its types.
3. Mention the two ways of entering a cell reference in a formula. Explain the difference between them,
4. What do you know about Absolute Reference? Explain with the help of an example.
5. Explain the utility of Function Library.
6. Explain Circular Reference with the help of an example.
7. What do you mean by Function? Name some of the Functions.
8. What are the rules to entera Function?
9. What are the elements of formula in excel?
10. Which operator is used in joining two string?
11. How to use formula using a range?
12. What do you mean by references?
13. What are the types of cell references?
14. What is relative cell reference?
15. What is absolute cell reference?
16. What is mixed cell references?
17. What is the difference between relative and absolute cell reference?
18. How many way we can refer to another sheet?
19. How to refer to another sheet using sheet reference?
20. what is auto sum function?
21. How to rename a sheet?
22. Write the syntax of any five functions?
23. How many function categories are there in formula tab?
24. What is function library?
25. what is GCD(), LCM() function? which category function are they?
26. Insert function is in which tab?
27. Write about formula errors?