

## Chapter # 2: Working with Spreadsheet

### Q.1: Choose the correct option.

- i. The basic unit of a worksheet into which you enter data in Excel is called a:
  - a. **Cell**
  - b. Box
  - c. Table
  - d. Column
- ii. Which Microsoft Excel function is used to find the highest value in the given range:
  - a. SUM()
  - b. **MAX()**
  - c. AVERAGE()
  - d. MIN()
- iii. Formula in Microsoft Excel must start with:
  - a. \_
  - b. **=**
  - c. +
  - d. \*
- iv. Which Microsoft Excel function checks whether a condition is true or false?
  - a. SUM()
  - b. MIN()
  - c. **IF()**
  - d. AVERAGE()
- v. What is the intersection of a row and column called:
  - a. Row
  - b. Column
  - c. **Cell**
  - d. Address Bar
- vi. What is a file called which contain one or more worksheet?
  - a. Program
  - b. Software
  - c. Pages
  - d. **Workbook**
- vii. Which function is used to add numbers or series of numbers?
  - a. **SUM()**
  - b. MAX()
  - c. AVERAGE()
  - d. MIN()
- viii. What is the result of =MIN(1,0,2,3,5,9)?
  - a. 1
  - b. 3
  - c. **0**
  - d. 9
- ix. What is the result of =MAX(34, 56, 7, 89, 12)?
  - a. 12
  - b. **89**
  - c. 56
  - d. 7
- x. What is the result of =AVERAGE(4, 3, 7, 6)?
  - a. 7
  - b. 20
  - c. **5**
  - d. 3

### Q.2: Match column-A with column-B and write the correct option i.e. (A, B, C....G) in column-C.

Column – A	Column – B	Column – C
1. A3	A. Ascending Order	1. <u>    D    </u>
2. Function	B. Insert Function	2. <u>    F    </u>
3. Sorting	C. Undo last action	3. <u>    A    </u>
4. Ctrl + z	D. Cell Address	4. <u>    C    </u>
5. Shift + F3	E. Spreadsheet Software	5. <u>    B    </u>
6. Orientation	F. AVERAGE()	6. <u>    G    </u>
7. MS Excel	G. Portrait Layout	7. <u>    E    </u>

