

1st Term Worksheet

Subject – Computer Application

Class – VIII

Name :

Sec. :

Chapter – 2

[Spreadsheet – Functions and Charts]

[Exercises]

[A] Answer the following questions: [33-34]

1. What is the use of MAX () and MIN () functions?

Ans.

2. Explain the use of equal (=) sign in formula.

Ans.

3. Name the function used to find out the highest value in data. Support your answer with an example.

Ans.

4. Write the steps to create a chart in MS Excel.

Ans.

5. Write down the steps of using the AutoSum feature of MS Excel.

Ans. _____

6. How can we rename a range of cells?

Ans. _____

[B] Fill in the blanks: [34]

- 1. Microsoft office Excel is a very popular application for _____ management.
- 2. Formulas entered in the worksheet cell, must begin with an _____ sign.
- 3. _____ are primarily mathematical equation.
- 4. _____ referencing can be used where only the row or column is fixed.
- 5. Calling cells by their column and row labels is called _____.

[C] Write 'True' or 'False': [34]

- 1. Any formula in Excel starts with an equal (=) sign. _____
- 2. You can only perform the four basic Mathematical operations in MS Excel. _____
- 3. While entering any formula, it is important to first type '=' sign. _____
- 4. Functions in Excel can be viewed using the Function View option. _____
- 5. Formulas includes the addresses of the cells with appropriate operands. _____

[D] Spot the errors in the following formulae and rewrite the correct formulae: [35]

- 1. =SUM(B1 B2) _____
- 2. =AVERAGE C1:C5 _____
- 3. A1 + A2 + A3 _____
- 4. =SUM "E1" + "E2" _____
- 5. =PRODUCT B2 : L2 _____

