Class: VI   Subject: Computer   Topic: Ch 2 Answer key

A. Tick the correct option

1. (i) A3
2. (i) AVERAGE
3. (ii) Cell range
4. (iii) Both (i) and (ii)

B. Fill in the blanks

1. Functions
2. Equal to
3. Square root
4. Dollar ($)

C. State whether True of False

1. True
2. True
3. True

D. Answer the following
1. What is the difference between NOW( ) and TODAY( ) functions?

Ans: NOW( ) : It returns the current system date and time.

TODAY( ) : It returns the current date.

2. What is the use of LEN function? Explain with an example.

Ans: It returns the length of the text string.

Example: Input = LEN("Touch")

Output = 5

3. What are the rules for using a function?

Ans: Rules for using a function are:

(i)   All Excel functions must begin with = sign.
(ii)   Function name must be a valid name.
(iii)   Function must be followed by opening and closing parenthesis.

TECH TWISTER

Cross word:

Answers:

<u>Across:</u>

2. FUNCTION

4. TODAY

5. CELL REFERENCE

6. SUM

<u>Down:</u>

1. PRODUCT
2. FORMULAS
3. LOWER

7. UPPER

COMPETENCY BASED/APPLICATION BASED QUESTIONS

1. =SUM(range)
2. =NOW( )