ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution

WORSHEET -4 (Answer Key)

Topic – Built-in functions and AutoSum Feature

Subject: COMPUTER   **Class - 7**   **F.M:15**

Chapter: Formulae and Functions of MS Excel   **Date: 25/01/2021**

Choose the correct answer for each question: 15x1=15

1. In which tab can we find auto-sum feature in MS Excel ?

   a.   Home

   b.   Insert

   c.   **Formulas**

   d.   Page Layout

2. Which among the following returns largest value from given list of values?

   a.   MAXIMUM()

   b.   HIGHEST()

   c.   **MAX()**

   d.   LARGE()

3. The cell reference for cell range of G2 to M12 is _____

   a.   G2.M12

   b.   G2;M12

   c.   **G2:M12**

   d.   G2-M12

4. We can find the average of list of values using:

   a.   AVG()

   b.   MEAN()

   c.   **AVERAGE()**

   d.   None of these

6. Which group consists of the option -AutoSum?

    a. **Function Library**

    b. Calculation

    c. Formula

    d. none of these

7. _____ returns the sum of a supplied list of numbers.

    a. ADD()

    b. SUMMATION()

    c. PLUS()

    d. **SUM()**

8. Adding a text value with a number results in :

    a. **Error value**

    b. Some number

    c. Some text value

    d. None of these

9. Which among the following is not present in AutoSum feature?

    a. average

    b. sum

    c. max

    d. **none of these**

10. _____ tab is not present in Excel window

    a. **Design**

    b. Home

    c. Insert

    d. Formulas

11. "A1:A10" include the values of cell :

   a. A11

   b. **A5**

   c.   both (a) and (b)

   d.   none of these

12. Which among the following is the proper way to find the lowest value from cells A1 to A7?

   a.   = MIN(A1,7)

   b. **= MIN(A1:A7)**

   c.   = MINIMUM(A1,A7)

   d.   none of these

13. Which among the following is not a proper a cell address?

   a. A10

   b. B22

   c. **10A10**

   d. all of these

14. = SUM(0, A10) will return :

   a.   (0)zero

   b. **value in A10**

   c.   error value

   d.   none of these

15. Excel functions can be typed in:

   a. Any blank cell

   b. formula bar

   c. **both (a) and (b)**

   d. none of these

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