



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -1(Answer Key)

Topic – Built-in Functions and AutoSum Feature

Subject: COMPUTER Class - 7

F.M:15

Chapter: Formulae and Functions of MS Excel

Date: 02/05/2020

Choose the correct answer for each question:

15x1=15

- In which tab can we find auto-sum feature in MS Excel ?
 - Home
 - Insert
 - Formulas**
 - Page Layout
- Which among the following returns largest value from given list of values?
 - MAXIMUM()
 - HIGHEST()
 - MAX()**
 - LARGE()
- The cell reference for cell range of G2 to M12 is _____
 - G2.M12
 - G2;M12
 - G2:M12**
 - G2-M12
- We can find the average of list of values using:
 - AVG()
 - MEAN()
 - 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