ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution

WORKSHEET -4

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

Phalguni Pramanik