

## Chapter-3

### **FORMULA AND FUNCTIONS IN EXCEL 2016**

#### **Part A: Fill in the Blanks**

Fill in the blanks with the correct words from the box provided.

**Words:** Two, = (equal sign), Left(), COUNTBLANK(), Logical, Three,

COUNTA(), Count(), SUM(), Function

1. \_\_\_\_\_ is used to perform calculations based on specified values.
2. \_\_\_\_\_ is used to indicate the start of every function.
3. To do addition of a range of cells, you can use the \_\_\_\_\_ function.
4. To count the number of cells that contain numbers, you can use the \_\_\_\_\_ function.
5. IF() function is an example of \_\_\_\_\_ comparison.
6. There are \_\_\_\_\_ number of parameters that can be used with the IF() function.
7. LEFT() function takes \_\_\_\_\_ number of parameters.

## Part B: True or False

Write **True (T)** or **False (F)** for the following statements.

1. **Functions** in Excel must always start with an equals sign (=).
2. The **SUM()** function can only add two cells at a time.
3. The **COUNT()** function counts cells that contain any type of data, including text.
4. The **AVERAGE()** function returns the arithmetic mean of specified numbers.
5. The **IF()** function can only return two possible values: TRUE or FALSE.
6. The **LEFT()** function extracts characters from the right side of a string.
7. The **COUNTBLANK()** function counts the number of blank cells in a range.

## Multiple Choice Questions

1. Which of the following is **not** a valid Excel function?
  - a) SUM()
  - b) AVERAGE()
  - c) MULTIPLY()
  - d) COUNT()

2. What is the purpose of the **COUNTBLANK()** function?
- a) To count cells that contain numbers
  - b) To count cells that contain text
  - c) To count blank cells in a range
  - d) To count cells that contain logical values
3. Which function is used to return the arithmetic mean of specified numbers?
- a) SUM()
  - b) AVERAGE()
  - c) COUNT()
  - d) IF()
4. How many parameters does the **IF()** function take?
- a) 1
  - b) 2
  - c) 3
  - d) 4
5. Which function is used to extract characters from the left side of a string?
- a) RIGHT()
  - b) MID()

c) LEFT()

d) EXTRACT()