

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()