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.

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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()

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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()

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c) LEFT()

d) EXTRACT()

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