Exercises

1. **Tick (✓) the correct answer.**

   a. A formula in Excel should always begin with ....

       (i) =   (ii) @   (iii) &   (iv) None of these

   b. Which among the following operator is used to perform Text Concatenation?

       (i) =   (ii) @   (iii) &   (iv) +

   c. Which of the following mathematical operators is used to perform exponentiation?

       (i) =   (ii) @   (iii) ^   (iv) +

   d. Which is an example of Absolute Cell Reference?

       (i) A5   (ii) $A5   (iii) A$5   (iv) A5

   e. Among the following which is not a part of a function?

       (i) =   (ii) Function Name   (iii) Function Argument   (iv) Operators

2. **State whether the following statements are true (T) or false (F).**

   a. Formulas in Excel always begins with an '=' symbol.   T

   b. The & operator is used for concatenation of text.   T

   c. The ^ (caret) symbol is used to find the product of numbers in a group of cells.   F

d. The $ symbol is used for absolute cell reference.

e. =TOTAL() function is used to find the sum of all numbers within a cell range.

Fill in the blanks with the given words.

Function	Absolute	PRODUCT	NewDelhi	FORMULAS

a. The Insert Function button is present in the ...FORMULAS..... tab.

b. = "New" & "Delhi" will display ...NewDelhi.... .

c. The ...PRODUCT.... function is used to multiply all numbers within a given range.

d. A ...Function. is a pre-defined formula.

e. In ...Absolute. cell referencing the cell reference remains constant when copied