

**Part-3**  
**Class-7**  
**Text questions**  
**Chapter-3 : More On MS Excel 2007:Formulae And Functions**

**Multiple Choice questions**

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1. \_\_\_\_ function returns the largest value in a given range of cells.  
(a) MIN                      (b) **MAX**                      (c) SUM
2. \$A\$4 is an \_\_\_\_ reference.  
(a) **absolute**                      (b) relative                      (c) **mixed**
3. All functions have two parts : a function name and an \_\_\_\_.  
(a) cell                      (b) **argument**                      (c) operator

**Exercises**

**A. Multiple Choice Questions**

1. SUM,AVERAGE,MAX and MIN are \_\_\_\_ functions.  
(a) **Statistical**                      (b) Logical                      (c) none of these
2. \_\_\_\_ is a way to find a set of data in a range.  
(a) Formatting                      (b) Formula                      (c) **Filtering**
3. \_\_\_\_ is used to filter data on specific conditions.  
(a) Filter                      (b) **Custom Filter**                      (c) none of these
4. \_\_\_\_ function counts the number of cells that contain number.  
(a) MAX                      (b) **COUNT**                      (c) IF
5. To see all the rows again after applying Filter, click \_\_\_\_ option.  
(a) Sort                      (b) **Clear**                      (c) none of these

**B. Fill in the blanks**

1. Every cell has a name called its \_\_\_\_.
2. The predefined commands that perform some particular operation are called \_\_\_\_.
3. You can apply filter to only \_\_\_\_ range on a worksheet at a time
4. An absolute referencing is specified by using \_\_\_\_ sign

**C. Identify the following icons and write their names**

1. 

sort
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2. 

filter
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3. 

Auto sum
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**D. Quiz**

- Q1. Which tab on the Ribbon contains Sort command in MS Excel 2007?
- Q2. Name the Default cell referencing used in normal formulae.
- Q3. Name the two parts of a function.

**E. Very Short Answer Questions**

- Q1. What is cell referencing?
- Q2. Name the three types of cell referencing.
- Q3. In how many ways can you sort your data?

**F. Short Answer Question**

- Q1. What do the following do ? Explain the proper syntax with an example of each.  
(a) SUM  
(b) AVERAGE  
(c) MIN  
(d) MAX
- Q2. What is the use of IF function? Explain with an example.
- Q3. What is sorting?
- Q4. What do you understand by the term Conditional formatting?.

**G. Long Answer Questions**

- Q1. Define the following with an appropriate example of each.  
(a) relative referencing  
(b) absolute referencing  
(c) mixed referencing
- Q2. Write the steps to apply Custom Filter on a range of cells.