

Girls' High School and College,Prayagraj

Assignment No.1

Session:2020-2021

Class : 8th Section : A,B,C,D,E

Subject:Computer

TOPICS: SPREADSHEET-FORMULAS AND FUNCTIONS & CHARTS IN EXCEL

Instructions :

The Parents to ensure that their ward watches the video instructions for this assignment by clicking on the given links:

<https://youtu.be/IBCbsSN7NIM>

<https://youtu.be/LM8ql2RMpWE>

She should revise the lesson given in the book and then works on the assignment.The completed assignment is to be downloaded and filed/pasted in the subject file/copy and kept ready for submission.The day,date and procedure of submission shall be notified later.

Q1 Fill in the blanks:

1. ____ Error occurs if the formula is used incorrectly.
- 2.We can paste the formula using _____ shortcut key.
- 3.By default,Excel displays ____ sheets in a worksheet.
- 4..... depicts the colours,patterns,and symbols assigned to the data series.
- 5..... chart looks similar to a spider net.
- 6..... describes the aim and contents of the chart.
- 7.Chart area includes all the area and in the chart.
- 8..... improves the appearance of a chart .

Q2 State True or False:

- 1.The error #VALUE! occurs if the number is divided by a zero .
- 2.##### Error occurs if the formula contains invalid data.
- 3.Arguments are enclosed in the parenthesis in Excel.
- 4.A chart is a textual representation of data in a worksheet.
- 5.Line chart is in the form of lines and is used to illustrate trends in data at equal intervals.
- 6.A doughnut chart displays data as sections of a circle.
- 7.Scatter chart is the default chart type in Excel.
- 8.Area chart displays data in the form of long rectangular rods also called bars.
- 9.Stock chart has been designed specifically for plotting data related to stocks and shares.
- 10.Once you have created an embedded chart in a worksheet,you can not resize it.

Q3 Match the following:

A. SQRT()	i--Finds the average of a range.
B. PRODUCT ()	ii--Gives the sum of a range.
C. AVERAGE ()	iii--Returns a square root.
D. SUM()	iv--Rounds a number to the nearest integer .
E. INT()	v--Multiplies the value in a range of cells .

Q4 Answer the following questions:

- 1.What do you mean by Function in MS-EXCEL ?
- 2.What are Arguments?
- 3.What are the rules to enter a function?

4. Write steps to rename a worksheet.

5. Write steps to delete a worksheet.

6. What is a Chart ?

7. Define Bubble Chart.

8. What is Pie Chart?

9. How can a chart be moved to another location?

10. How will you delete the chart from a worksheet?

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