



Assess Yourself

A. Choose the correct option for each of the following:

1. The Insert Function command is available in the _____ tab.



Formulas



Data



Insert



Tools

2. _____ function is used to find the square root of a value.



Sum



Max



Sqrt



Sroot

3. The default cell reference in a formula is _____.



relative



absolute



mixed



complex

4. All functions have _____ parts.

☐

four

☐

three

☒

two

☐

five

5. An absolute reference has a _____ sign along with the column letter and row number in the cell.

☐

*

☒

\$

☐

?

☐

#

B. Read the following statements and write 'T' for True and 'F' for False.

1. A cell address cannot be used in a formula.
2. Functions are used to filter data.
3. Functions are predefined formulas that can be used to perform specific operations.
4. Records once hidden, cannot be shown again in the worksheet.
5. AutoFilter arranges data either ascending or descending order.

C. Fill in the blanks with the correct answer.

cell reference

Fill handle

Count()

Filtering

1. Formulas can be copied using Fill handle
2. Count() function is used to count the number of cells that contain numerical values.
3. A formula that includes cell reference performs automatic recalculations.
4. Filtering is a process to extract records that meet specific criteria.