

Cell Referencing

A. Choose the correct option:

1. Which of the following error codes indicates that a reference has become invalid?
(a) #####
(b) #N/A
(c) #REF!
2. Which function returns the total of a given value?
(a) SUM ()
(b) AVERAGE ()
(c) MAX ()
3. Which of the following functions' returns the current system date and time?
(a) SORT ()
(b) LEN ()
(c) NOW ()
4. Which tab has insert function option?
(a) File
(b) Home
(c) Formulas
5. The term referencing means accessing a _____ by its address.
(a) Cell
(b) Function
(c) Home

B. Fill in the blanks:

1. In _____ referencing, the cell addresses remain unchanged when formula is copied in another cell.
2. _____ are user-defined expressions to perform some calculations.
3. In _____ referencing, the cell addresses are adjusted automatically when the formula is copied.
4. Logical function _____ evaluates the conditions and returns true only if all the conditions are true.
5. _____ error occurs when a number is too large or small.

C. State true or false:

1. Function SORT () returns the number of characters in a text value.
2. The #N/A error appears when something can't be found.
3. Function UPPER () converts text value to upper class.
4. Functions that process a set of values are called aggregate functions.
5. Excel doesn't allow us to design our own formulas.

D. Answer the following questions:

1. What is cell referencing?
2. Write any five error codes for Excel calculations.
3. Write a short note on MAX () and AVERAGE () functions.

4. Briefly describe Relative Cell Referencing.
5. What is Absolute Cell Referencing?