

- **Answer All Questions**

- **Underline the most suitable answer.**

1. What is the intersection of a column and a row on a worksheet called?

- A. Column
- B. Value
- C. Address
- D. Cell

2. Which functioning Excel tells how many numeric entries are there?

- A. NUM
- B. COUNT
- C. SUM
- D. CHKNUM

3. Which one is not a Function in MS Excel?

- A. SUM
- B. NUM
- C. MAX
- D. MIN

4. What type of chart is useful for comparing parts of a whole?

- A. Pie Chart
- B. Column Chart
- C. Line Chart
- D. Dot Graph

5. In Excel, Rows are labelled as _____

- A. A, B, C, etc
- B. 1,2,3 etc
- C. A1, A2, etc.
- D. \$A\$1, \$A\$2, etc.

6. What do you use to create a chart?

- A. Pie Wizard
- B. Excel Wizard
- C. Data Wizard
- D. Chart Wizard

7. What type of chart is good for single series of data?

- A. Column Chart
- B. Line Chart
- C. Pie Chart
- D. Cone Chart

8. The basic unit of a worksheet into which you enter data in Excel is called a

- A. cell
- B. table
- C. box
- D. column

9. In Excel, which one denoted a range from B1 through E5

- A. B1 - E5
- B. B1:E5
- C. B1 to E5
- D. B1\$E5

10. An Excel file is generally called a / an :

- A. E-Spreadsheet
- B. Worksheet
- C. Workbook
- D. Sheet

- The following MS Excel worksheet shows marks of the grade 10 student.

M15								
	A	B	C	D	E	F	G	H
1	Second Term Test - Grade 10 2020							
2	Names of the Students	Sinhala	English	Science	ICT	Total	Average	
3	Thisera	56	87	67	79	289	72.25	
4	Subasingha	78	58	34	45	215	53.75	
5	Perera	65	23	57	58	203	50.75	
6	Jayasekara	78	98	78	88	342	85.5	
7	Vineetha	90	45	56	78	269	67.25	
8	Maximum Value	90	98	78	88			
9	Minimum Value	56	23	34	45			
10	No. of present student	5	5	5	5			
11								
12								
13								

- Study the above worksheet and write the formula for the following questions. Use only the cell references.
 - Write down the formula that should that be written in cell F3 to get the total marks of Thisera.
 - Write down the formula that should that be written in cell G3 to get the average marks.
 - Write the highest mark that the students have got for each subject in the 9th row using “function”.
 - Write the lowest mark that the students have got for each subject in the 10th row using “function”.
 - Enter the formula in B10 to find out the number of students present for each subject.