

## Chapter 2: Functions and Manipulations in Excel

**(Worksheets:)**

**Worksheet 1: Multiple Choice Questions (MCQs). Tick (✓) the correct answer.**

1. c    2. a    3. c    4. d    5. d    6. a    7. c    8. b

**Worksheet 2: Write (T) for True and (F) for False against the statements.**

1. F    2. F    3. T    4. F    5. T    6. T

**Worksheet 3: Select the suitable words and fill in the blanks.**

1. arguments    2. Len    3. Left    4. Mod    5. Goal seek    6. Filter

**Worksheet 4: Match the following:**

1-b    2-a    3-c    4-d    5-g    6-e    7-f

**Fun Time:**

				M				A				
			F	I	L	T	E	R				
				N				G				
								U				
								M	O	D		
	P	A	R	E	N	T	H	E	S	E	S	
						E		N				
				M	A	X		T				
						T		S				

- Across:**
1. This feature is used to display only those records which meet some specific criteria. **FILTER**
  2. All function arguments are given inside this. **PARENTHESES**
  3. It returns the remainder. **MOD**
  4. It returns the maximum value out of the data given as argument. **MAX**
- Down:**
5. This function is used to return the minimum value out of the data given as argument. **MIN**
  6. These are inside the Parentheses of a function. **ARGUMENTS**
  7. This function category helps you manage the text data in your spreadsheet. **TEXT**