

National Institute of Open Schooling
Secondary Course: Data Entry Operations
Lesson 8: Formulas, Functions and Charts
Worksheets-8

1. How will you copy a formula in Excel? Write the steps.
2. Which function will you use for finding the sum of selected cells? Also write the syntax of the function.
3. How will you insert charts for the given data?
4. You have inserted a column chart in the worksheet. What will you do for changing the type of the chart?
5. Write the steps for changing the legend position in the worksheet.
6. How will you copy a chart (created in Excel) to word document?
7. What are the different components of a chart? Explain them.
8. How will you add picture or clip art in the worksheet?
9. Which function will you prefer to find the square root of a number?
10. What is the purpose of SUMIF () function?