

**A. Choose the correct answer. [Options will be given]**

1. Which function adds words and delimiters to a string? **TextJoin()**
2. In binary addition, 1+0 equals to ..... **1**
3. Which function returns the remainder after a number is divided by the divisor? **Mod**
4. Which key is used to group multiple worksheets? **shift**
5. The mini charts that fit into a single worksheet cell to provide a visual representation of the data are known as- **Sparklines**

**B. Write True or False.**

6. A chart is updated automatically when the data is changed. **True**
7. The error #VALUE occurs if the number is divided by a zero. **False**
8. You cannot perform arithmetic operations on binary numbers. **False**
9. The decimal number system consists of 10 digits, i.e. 0 to 9. **True**
10. A range can be used in a formula. **True**

**C. Fill in the blanks. [Options will be given]**

11. A formula always begins with an ..... Sign. **=**
12. The octal number system consists of ..... digits. **8**
13. The cell address in a formula that does not change on copying, is considered as **Absolute Reference**
14. .... uses 16 symbols to represent numbers. **Hexadecimal**
15. A ..... is the effective way to display data in a pictorial form. **Chart**

**D. Answer the following questions.**

16. What is the importance of the binary number system?

A computer understands only the binary code. Therefore, the data that is entered into the computer is converted into its binary equivalent. It further converts the binary results into their decimal equivalent to the output.

17. What do you mean by function? Name two Math & Trig functions.

Functions are the pre-designed formulas in Excel to perform both simple and complex calculations.

Functions begin with the equal (=) sign followed by the function name and then the list of arguments separated by commas within the parenthesis.

To common functions in the Math & trig category: LCM and GCD .

18. What is cell reference?

The cell address in a formula is known as the cell reference.

There are three types of cell references.

1. Relative reference.
2. Absolute reference.
3. Mixed reference.

19. What is formula?

Formulas are the user-defined instructions to perform calculations. A formula must begin with an equal to sign, followed by cell references and operators.

20. What is a Number system? Name the different types of number systems.

A number system is a set of values used to represent different quantities. Decimal number system, binary number system, Octal number system, and Hexadecimal number system are different types of number systems.

21. Difference between chart area and plot area.

Chart area: The chart area includes all objects and elements in a chart.

Plot area: The plot area is a window within the chart area. It contains the actual chart and includes the plotted data, series, category axis, and value axis.

22. Describe the use of sparklines. Also, list different types of sparklines.

Sparklines are mini charts that fit into a single worksheet cell to provide a visual representation of the data. There are three types of sparklines- line, column and Win/Loss.

23. What is data consolidation?

Consolidating data means combining the data of multiple worksheets into a single worksheet. You can combine the data of various ranges in same sheet or in different sheets.

24. Differentiate between the Concat() function and Textjoin() function.

The CONCAT () function is used to join two or more than two strings together.

The TEXTJOIN () function is used to join the text specified in a range of cells. Using TEXTJOIN () you can add words and a delimiter you specify between each text value that will be combined.