

**ST. ANDREWS SCOTS SCOT SR. SEC. SCHOOL**

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Session: 2025-26

Worksheet

Class: VI

Subject: Computer

Topic: Ch -2 ws

**Q1. Fill in the blanks**

1. Pressing \_\_\_\_\_ key repeatedly over a reference cell name in the formula allows us to make the reference a relative reference.
2. We can select a range by using the mouse and by using the \_\_\_\_\_ key.
3. There are \_\_\_\_\_ types of cell references used in Excel.
4. \_\_\_\_\_ are the inputs given to the functions.
5. In the functions we can use the \_\_\_\_\_ in place of the values.

**Q2. Write true or false**

1. The group of selected cells is known as range. - \_\_\_\_\_
2. The NOW( ) function displays the hour from the given time - \_\_\_\_\_
3. UPPER( ) function is used to convert the string to lower case - \_\_\_\_\_
4. Mixed reference is a combination of relative and absolute reference - \_\_\_\_\_

**Q3. Define**

1. Functions in Excel

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2. Mixed references

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