



SHREEYADEVI BHAGIRATH RATHI  
**MAHESHWARI VIDYAPEETH**

(An Institution of Shree Maheshwari Sikshan Sansthan)

Class : VII

Subject : Computer

## CHAPTER-2 FORMULAS AND FUNCTIONS

### A. FILL IN THE BLANKS:

1. Calculations
2. Cell reference
3. Absolute reference
4. Arguments
5. &

### B. STATE TRUE OR FALSE:

1. False
2. False
3. False
4. True
5. False

### C. MULTIPLE CHOICE QUESTIONS:

1. c) Sheet1! D4
2. c) Alt + =
3. c) MAX()
4. b) A3
5. a) COUNT()

### E. ANSWER THE FOLLOWING (WRITE IN NOTEBOOK)

1.	What is Formula? Explain with the help of an example.
Ans.	Formulas are the user defined instructions to perform calculations. For example, =A2+A2+A3+A4 is a formula that adds up the values in cells A2 through A4.
2.	What is Cell Reference? Mention its types.
Ans.	The cell address that we use in the formula is known as cell reference. There are three types of cell references- Relative reference, Absolute reference, Mixed reference
3.	What do you know about Absolute Reference? Explain with the help of an example.
Ans.	Absolute reference is used when we do not want to change the address of the cell while copying the formula to another cell. To use absolute reference in a cell, we need to add dollar (\$) sign before the column and row number. For example, =\$A\$1+\$A\$2.
4.	What do you understand by the term Concatenation? Explain with the help of an example
Ans.	Addition of two or more text values is called Concatenation. For example, If we type a string value in cell A1 and B1, say "Maheshwari" in A1 and "Vidyapeeth" in B1 and enter the formula=A1&B1 in cell C1, and press the Enter key. Then, It will display "Maheshwarividyaapeeth" in cell C1.
5.	What do you mean by a Function? Name some of the Functions.
Ans.	Functions are the pre-defined or in-built formulas that come with Excel. They eliminate the chance of writing the wrong formulas. They accept the arguments and return values. Some of the commonly used functions are: SUM, AVERAGE, MOD, ROUND, POWER, SQRT, ODD.



# SHREEYADEVI BHAGIRATH RATHI MAHESHWARI VIDYAPEETH

(An Institution of Shree Maheshwari Sikshan Sansthan)

Class : VII

Subject : Computer

6.	<i>What are the rules to enter a Function?</i>
Ans.	<p><i>Rules to enter a function are :</i></p> <ul style="list-style-type: none"> <li>• <i>All Excel functions must begin with = sign.</i></li> <li>• <i>Function name must be a valid Excel name, e.g., SUM, AVERAGE.</i></li> <li>• <i>Function name must be followed by opening and closing parenthesis.</i></li> <li>• <i>Parenthesis contains arguments within it. For example, =SUM (A1:A5).</i></li> </ul>
7.	<i>What are the elements of a formula?</i>
Ans.	<p><i>Following are the elements of a formula:</i></p> <p><i>References: A cell or a range of cells that we want to include in our calculation.</i></p> <p><i>Operators: Symbols (+, -, *, ^, &amp;, #, etc.) that specify the operation to be performed.</i></p> <p><i>Constants: Numbers or text values that do not change.</i></p> <p><i>Functions: Predefine formulas in Excel.</i></p>
8.	<i>What is a named range in Excel?</i>
Ans.	<i>A named range is one or more cells that have been given a name. Using named ranges can make formulas easier to read and understand. They also provide simple navigation via the Name Box.</i>

NAME OF FUNCTIONS AND ITS PURPOSE (WRITE IN NOTEBOOK).

S.No.	Functions	Purpose
1	SUM(range)	Gives the sum of a range.
2.	AVERAGE(range)	Finds the average of a range.
3.	ODD(number)	Returns the number rounded up to the nearest odd integer.
4	INT(number)	Rounds a number to the nearest integer.
5.	PRODUCT(range)	Multiplies the values in a range of cells.
6.	ROUND(number, num_digit)	Rounds a number to the specified digits.
7.	EXP(number)	Returns(Natural logarithm)raised to the power of a number
8.	SQRT(number)	Returns a square root.
9.	POWER(number, power)	Return the result of a number raised to some power.
10	MOD(number, divisor)	Returns the remainder after a number is divided by the divisor.