CLASS – 7

CHAPTER – 2 FORMULAS AND FUNCTIONS

Answer the following questions

Q1. What is a formula? Explain with the help of examples.
Answer- Formulas are used to perform calculations involving addition, subtraction,division and multiplication. It is an expression that can include cell addresses, numbers, arithmetic operators and parenthesis.
For example- B4+B5+B6+B7+B10 in B12.

Q2. What is a cell reference? Mention its types.
Answer- The cell address in the formula is known as a cell reference. There are three types of cell references: Relative, Absolute and Mixed.

Q3. What do you know about Absolute Reference? Explain with the help of an example.
Answer- absolute reference is used when we do not want to change the address of the cell on copying the formula to another cell. To make Absolute cell reference of a formula, add dollar ($) sign before the column and row number.
For example- $B$9+$B$8+$B$4+$C$8.

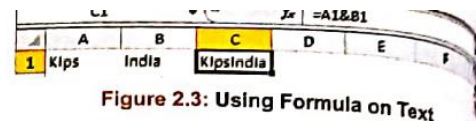**Q4. What do you understand by the term Concatenation? Explain with the help of an example.**

Answer -

~~string data type.~~ The ampersand symbol (&) is used to perform addition. Addition of two or more text values is called **Concatenation.** Let us understand this with the help of an example:

🔵 Enter any string type value in cell A1 and B1, say "Kips" in A1 and "India" in B1.

🔵 Enter the formula =A1&B1 in cell C1 and press the Enter key.

🔵 It will display KipsIndia in cell C1.

Figure 2.3: Using Formula on Text

Q5. What do you mean by Function? Name some of the functions.

Answer-   Functions are pre- designed formulas in excel to perform both simple and complex calculations. Functions save time and eliminate the chance to write the wrong formulas. Some of the
functions are- SUM, AVERAGE, ODD, INT, Product, ROUND, EXP, SQRT, POWER, MOD, MAX() and TODAY().

Q6. What are the rules to enter a function?

Answer- The rules to enter a function are as follows:

1. All excel functions must begin with = sign.

2. Function name must be a valid Excel name. For example, SUM, AVERAGE etc.

3. Function name must be followed by opening and closing parenthesis.

Parenthesis contains arguments within it. For example, =SUM (A1:A5).