

**PARAGON CONVENT SCHOOL**

**SECTER 24 B CHANDHIGARH**

**CLASS 7**

**CH- 7 FORMULAS AND FUNCTIONS**

**BRAIN DEVELOPER**

A. Fill in the blanks:

1. Formulas are used to perform **calculations**.
2. The cell address in a formula is also called **cell reference**.
3. The cell address in a formula that does not change on copying is considered as **absolute reference**.
4. **Arguments** are the inputs to functions that accept values as number or text.
5. The **&** character is used for concatenation of strings.

B. State true or false:

1. Formulas must begin with the question mark(?). **False**
2. In absolute referencing, the relative position of rows and columns changes where you copy a formula. **False**
3. Excel has clubbed all the functions in the Formulas Library group. **True**
4. A range can be used in a formula. **True**
5. The error #VALUE occurs if the number is divided by zero. **False**

C. Multiple choice Questions:

1. To use the Sheet worksheet, which address is appropriate out of the following options?  
a) D4!Sheet1                      b) Sheet1,D4                      c) **Sheet!D4**
2. Which key combination is used to get the sum of the values of adjacent cells?  
a) Shift+S                      b) **Ctrl+=**                      c) Alt+=
3. Which function finds the largest number in a range?  
a) AVERAGE()                      b) COUNT()                      c) **MAX()**
4. Which of the given cell references can be used in a relative reference?  
a) \$D6                      b) **A3**                      c) A\$1

5. Which function is used to count the number of numeric values in a range?

a) **COUNT()**

b) SUM()

c) MAX()

D. Answer the following Questions:

Q1. What is a formula? Explain with the help of an example.

Ans. Formulas are the user-defined instructions to perform calculations, involving addition, subtraction, division and multiplication etc. A formula must begin with an equal to (=) symbol followed by cell references and operators. For example, to calculate the sum of the values in cells B2 to B7, you can write = B1+B2+B3+B4+B5+B6+B7 in the cell where you want to display the sum.

Q2. What is Cell Reference? Mention its types.

Ans. The cell address that you use in the formula is known as the cell reference. With references, you can use the data from different parts of the worksheet or different sheets of the workbook. There are three types of cell references- Relative, absolute, and Mixed.

Q3. What do you mean by Absolute Reference?

Ans. Absolute reference is used when you do not want to change the address of the cell while copying the formula to another cell. To use absolute reference in a cell, you need to add dollar(\$) sign before the column and row number.

Q4. What do you understand by Concatenation?

Ans. The addition of two or more text values is called concatenation.

Q 5. What do you mean by function? Name some of the functions in Excel.

Ans. Functions are the pre-designed formulas in excel to perform both simple and complex calculations. They accept Arguments and return values. Some common functions used in Excel are- Autosum, Sum, Average, Max, Today, etc.

Q 6. What are the rules to enter a Function in a cell?

Ans. Rules to enter a function are:

- i) All Excel functions must begin with = sign.
- ii) Function name must be a valid Excel name. For example, SUM, AVERAGE.
- iii) Function name must be followed by an opening and closing parenthesis.
- iv) Arguments are enclosed in the parenthesis. For example, =SUM(A1:A5)