SEVENTH-DAY ADVENTIST HIGHER SECONDARY SCHOOL

132^{FT} RING ROAD, HARIPURA, MANINAGAR (EAST), AHMEDABAD – 380008.

CLASS – VIII **SUBJECT - COMPUTER**

2. SPREADSHEET - FORMULAS AND FUNCTIONS

Q-1 Fill in the blanks.

1. Cell references written in a formula are not **case sensitive**.

2. The **constants** are the fixed numeric or string values used in a formula.

3. The **&** symbol is used to add strings.

4. The **count** function counts the number of cells in a range.

5. The **ALT + =** key combination is used to calculate the total of adjacent cells.

6. If a cell has d8 cell address, d refers to **column** number.

7. MIN () function is used to find **minimum** value.

8. ∑ is the sign of **auto sum** button.

9. Referencing are of three types; **Absolute referencing**, Relative referencing, mixed referencing.

Q-2 State True or false.

1. A text formula is used to add characters and string value.   **True**

2. A compound formula contains more than one operator.   **True**

3. F2 key is used to edit a formula.   **True**

4. A combination of relative and absolute referencing is called mixed

    referencing.   **True**

5. A formula starts with @ sign.   **False**

6. A formula cannot be copied from one workbook to another.   **False**

7.   A formula can be set only for column value and not for row values.   **False**

Q-3 Choose the correct answer.

1.   A formula starts with _____ sign.

   a) =   b) +   c) -   d)@

2.   A formula from a cell can be copied using _____ keys.

   a) Crtl + A   **b) Crtl + C**   c) Crtl +B   d) Crtl +V

3.   A formula can be pasted using _____ keys.

   a) Crtl + A   b) Crtl + C   c) Crtl +B   **d) Crtl +V**

4.   In referencing the _____ sign is used.

   a) @   b) #   **c) $**   d) None of these

5.   In a formula B4*c2, the contents of column B will change and contents of column C _____.

   a) will also change   **b) will not change**

   c) will wash   d) none of these

6.   Which is not type of referencing?

   a) Relative   b) Absolute   c) Mixed   **d) Group**

Q-4 Answer in one word.

1.   Which function is used to return the largest value in a set of values?

Ans:- **MAX()**

2.   Which function adds all the numbers that you specify?

Ans :- **SUM()**

3.   Which is the latest version of Microsoft Excel?

Ans :- **Microsoft Excel 2016**

4.   Write the name of the function that inserts current date in a cell?

Ans :- **TODAY()**

5.   Which formula contains more than one operator?

Ans :- **Compound**

6.   Which type of a cell reference remains fixed while copying the formula on to other cells?

Ans :- **Absolute call reference**

7.   Which function can be used to calculate the Average of a group of numbers?

Ans :- **AVERAGE()**

8.   Which was first electronic spreadsheet on mainframe computers?

Ans :- **LANPAR(Language For Programming Arrays At Random)**

9.   What does every Formula start with?

Ans :- **" = " (Equal to)**

10.   Which functions join multiple strings into a single string?

Ans :- **CONCATENATE()**

Q-5 Define.

1.   **Cell Reference: -** Cell address of the cell containing the value, to be used in a formulas.

2.   **Cell Range: -** A group of cells adjacent to each the containing the multiple values to be used in formula.

3.   **Mixed Referencing: -** A combination of relative and absolute referencing is called mixed referencing.

4. **Arguments:-** Arguments can be numbers, text, logical values such as TRUE of FALSE, cell references.

5. **Absolute Referencing:-** Cells referencing is which references do not change with a formula is copied to a different cell in called Absolute referencing.

Q-6 Answer the following.

1. What is Formula?

Ans:- Formulas are used to carry out calculations that involve basic arithmetic operations such as addition, multiplication, subtraction and division in MS Excel.

2. What is Function? What are the rules for writing a function?

Ans:- Function are predefined formulas that perform calculation by using specific values, called arguments in a particular order or structure. Functions can be used to perform simple or complex calculation.

--The rules for write functions are,

•   A function always begin with an = (equal to) sign.

•   The function should have a valid function name.

•   The function name is always followed by opening and closing () that contains arguments.

3. What are the functions included in the function library?

Ans:- 1) Auto sum - it calculates the sum of range of numbers.

2) Recently used – it lists various recently used function.

3) Logical – it is list of logical functions like AND, Or etc.

4) Text - a list of text based function.

5) Date & Time – various date and time functions re included here.