

Good Morning Students,
Students, this lesson is for class VIII, for the subject of Computers. Topic is 'Spreadsheet - Formulas and Functions' which is covered in chapter - 2.

So, I hope all the students are ready for today's lesson. Students, in previous lesson we have discussed about the basic formula and compound formulas. We come to know about how to use or apply basic formulas for calculations. Today we will start our topic with 'Using formula on Text.'

Students we can use addition formula to combine different characters and strings. We cannot use other operations like subtraction, division etc. on characters. The symbol (&) ampersand is used to perform addition. let us understand the concept from following figures :-

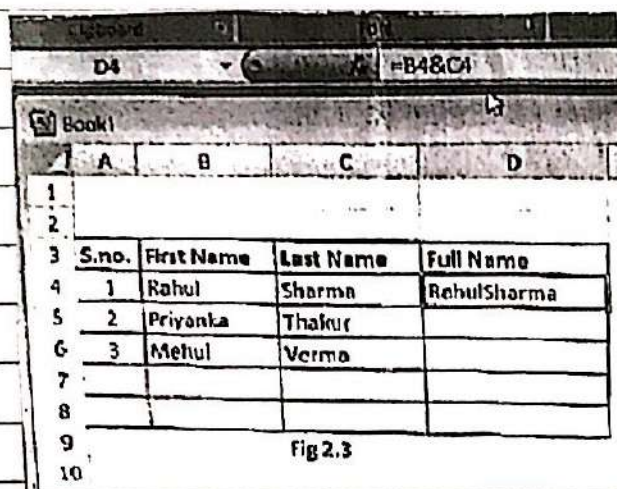
1. Enter the data as shown in Fig 2.1

2. Here we have entered First Name in column B and Last Name in column C

3. For combining the First name and last name, use the formula = B4 & C4 as shown in Fig 2.2

S.no.	First Name	Last Name	Full Name
1	Rahul	Sharma	
2	Priyanka	Thakur	
3	Mehul	Verma	

S.no.	First Name	Last Name	Full Name
1	Rahul	Sharma	=B4&C4
2	Priyanka	Thakur	
3	Mehul	Verma	



The screenshot shows an Excel spreadsheet with the following data:

S.no.	First Name	Last Name	Full Name
1	Rahul	Sharma	RehulSharma
2	Priyanka	Thakur	
3	Mehul	Verma	

The formula bar at the top shows the formula `=B4&C4` being entered in cell D4. The spreadsheet is labeled 'Book1' and the active cell is D4.

Fig 2.3

4. Press Enter key, now you can see that both First and last names are combined as given in cell D4 in fig. 2.3

Note :- For giving space between joined values use the formula as `=B4 & " " & C4`.

Children, our next topic is 'Cell Range'. It is a group of adjoining or adjacent cells. A range is formed from the starting cell address followed by the ending cell address, both separated by a colon (:). For example a cell range that included cells A1, A2, A3, A4 and A5 would be written as A1:A5.

→ Selecting a Range :- Click on the first cell in the range and while holding down the left mouse button, drag it to the last cell.

→ Using Range in Formula :- If we want to add data of cells A1, A2, A3, A4 and A5, then we will use formula `=SUM(A1:A5)`

→ Naming a Range :- Select the range of cells that you want to name. Now on the Formula tab, in the Define Name group, the New Name dialog box appears. In the Name field, enter the name that you want to specify for the range.

Cell reference is also known as cell address. For eg. If we are entering data in column B and row 2, then its cell address or reference will be B2. There are three types of cell references.

1. Relative Reference :- Reference to a cell is usually based on the position relative to the cell. So when we copy or move formula to other cell, the reference to the cell automatically gets changed. For example if we are using formula in $A4 = A2 + A3$, then after copying or dragging the formula from A4 to B4, it will change automatically from A2 to B2 and A3 to B3 which means it will change to $B4 = B2 + B3$.

2. Absolute Reference :- This reference is used when we do not want to change the address of the cell while copying the formula to another cell. For this we use Dollar (\$) sign before the column name and row number to make it fixed value. Kindly observe the fig. 2.8 given on page no. 22.

Class VIII

Subject- Computer

Topic: Spreadsheet-Formulas and Functions

Teacher: Prabhdeep Kaur

Chapter: 2

3. Mixed Reference :- The combination of Relative and Absolute reference is known as Mixed reference. We can fix the value also by using dollar sign or we can allow it to change the value while copying or dragging the formula. You can refer fig. 2.9 for better understanding of the topic.

Students, I am ending the lesson here. Kindly read the given assignment carefully.

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