

Question 1: What is the difference between 'Paste' and 'Paste Special' in Excel? Briefly explain with examples.

ANS: **Paste** simply copies all the content and formatting from the copied cell(s) (values, formulas, and formats).
'Paste Special' lets you choose what to paste — for example, only **values**, **formulas**, **formats**, or **transposed data**.

Example:

Copy a cell with formula =E1+F1.

Paste → pastes the same formula.

Paste Special → **Values** → pastes only the result (e.g., 10) without the formula.

Question 2: Describe the functions and usefulness of 'Freeze Panes' and 'Split Panes' in Excel.

ANS: **Freeze Panes** locks specific rows or columns so they stay visible while scrolling — useful for keeping headers in view.
Split Panes divides the worksheet into separate sections that can be scrolled independently — useful for comparing data in different parts

Question 3: Explain the difference between inserting a new row and inserting a new column in Excel. Can you insert multiple rows or columns at once?

ANS: Inserting a new row adds a horizontal line of cells below the selected row, shifting existing rows downward.
Inserting a new column adds a vertical line of cells to the right of the selected column, shifting existing columns to the right.
Yes, you can insert multiple rows or columns at once by selecting several rows or columns before clicking Insert.

Question 4: What are logical functions in Excel? Provide examples of at least two logical functions and their applications.

ANS: Logical functions in Excel test conditions and return TRUE or FALSE values.
Examples:

IF: =IF(A1>50,"Pass","Fail") → checks if a value meets a condition.

AND: =AND(A1>10,B1<20) → returns TRUE only if all conditions are true.

Question 5: Discuss the purpose of 'XLOOKUP' and how it differs from the traditional 'VLOOKUP' function.

ANS: **XLOOKUP** is used to find and return data from a range or table. It replaces **VLOOKUP** and **HLOOKUP** by being more flexible. Unlike **VLOOKUP**, **XLOOKUP** can search **both vertically and horizontally**, works **left-to-right or right-to-left**, and doesn't require column index

Question 6: Create a worksheet titled 'Employee Data' with columns: Name, Age, Department. Add 5 rows of data. Format as follows:

- Bold and center-align the header row
- Apply a fill color
- Auto-fit column width (Include a screenshot showing your formatted table.)

ANS:

	A	B	C	D	E	F
1	Name	Age	Department	New Column 1	New Column 2	
2	Rahul Sharma	28	Marketing			
3	Priya Mishra	32	HUMAN RESOURCES			
4	Aman Verma	35	IT			
5	Anjali Mehta	29	QA			
6	Karan Singh	25	Sales			
7						
8						

Question 7: Demonstrate how to insert and delete multiple rows and columns in Excel. (Provide screenshots before and after the changes.)

ANS:

	A	B	C	D	E
1	Name	Age	Department	New Column 1	New Column 2
2	Rahul Sharma	28	Marketing		
3	Priya Mishra	32	HUMAN RESOURCES		

3	Priya Mishra	32	HUMAN RESOURCES
4	Aman Verma	35	IT
5	Anjali Mehta		
6	Karan Singh		
7			
8			
9			

Question 8: Use Excel's 'Find and Replace' feature to update department names in a sample table. (Include a screenshot showing the replaced data.)

ANS:

	A	B	C	D	E
1	Name	Age	Department	New Column 1	New Column 2
2	Rahul Sharma	28	Marketing		
3	Priya Mishra	32	HUMAN RESOURCES		
4	Aman Verma	35	IT		
5	Anjali Mehta	29	Quality Analyst		
6	Karan Singh	25	Sales		
7					

Question 9: Create a small numerical dataset and apply the following function

- AVERAGE
- MAX
- MIN (Include a screenshot showing the formulas and their results.)

Ans:

	A	B
1	Name	Age
2	Rahul Sharma	28
3	Priya Mishra	32
4	Aman Verma	35
5	Anjali Mehta	29
6	Karan Singh	25
7	Average	30
8	MAX	35
9	MIN	25

Question 10: You're working with a dataset that contains missing values. As a Data Scientist, explain how you'd detect and handle missing data using

- Go To Special
- ISBLANK
- COUNTBLANK

ANS

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Name	Age	Department				
2	Rahul Sharma	28	Marketing				
3	Priya Mishra	32	HUMAN RESOURCES				
4	Aman Verma	35	IT				
5	Anjali Mehta		Quality Analyst				
6	Karan Singh	25	Sales				
7	Average	30					
8	MAX	35					
9	MIN	25					

The 'Go To Special' dialog box is open, showing the 'Select' section with the following options:

- ☐ Comments
- ☐ Constants
- ☐ Formulas
 - ☒ Numbers
 - ☒ Text
 - ☒ Logicals
 - ☒ Errors
- ☒ Blanks
- ☐ Current region
- ☐ Current array
- ☐ Objects
- ☐ Row differences
- ☐ Column differences
- ☐ Precedents
- ☐ Dependents
 - ☒ Direct only
 - ☐ All levels
- ☐ Last cell
- ☐ Visible cells only
- ☐ Conditional formats
- ☐ Data validation
 - ☒ All
 - ☐ Same

The 'OK' button is highlighted.

	A	B	C	D	E
1	Name	Age	Department	Is Blank	Count Blank
2	Rahul Sharma	28	Marketing	FALSE	0
3	Priya Mishra	32	HUMAN RESOUCES	FALSE	0
4	Aman Verma	35	IT	FALSE	0
5	Anjali Mehta		Quality Analyst	TRUE	1
6	Karan Singh	25	Sales	FALSE	0
7					
8					