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

A:

The Paste command duplicates everything from the copied cell — including its data, formula, and formatting.
In contrast, Paste Special lets you select what to paste, such as only the values, formulas, or cell formats.

Example:
If cell A1 has the formula `=B1+C1` showing `50`:

Paste → copies the formula and its style.
Paste Special → Values → places only the final result `50`, not the formula itself.

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

A: The Freeze Panes feature keeps specific rows or columns visible while you scroll through the worksheet, making it easier to view headers or key information.
The Split Panes option divides the worksheet into separate sections, allowing you to scroll and compare different parts of the sheet independently.

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 onc

A: 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.

A: 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 ind

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.)

A:

	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 RESOUCES			
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.)

A:

	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 RESOUCES		

3	Priya Mishra	32	HUMAN RESOUCES
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.)

A:

	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 RESOUCES		
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.)**

A:

	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
10		

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

A:

A1   *fx*   Name

	A	B	C	D	E	F	G
1	**Name**	**Age**	**Department**				
2	Rahul Sharma	28	Marketing				
3	Priya Mishra	32	HUMAN RESOUCES				
4	Aman Verma	35	IT				
5	Anjali Mehta		Quality Analyst				
6	Karan Singh	25	Sales				
7	**Average**	30					
8	**MAX**	35					
9	**MIN**	25					
10							
11							
12							
13							
14							
15							
16							
17							
18							

Go To Special   ?   ✕

Select

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

OK   Cancel

	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					