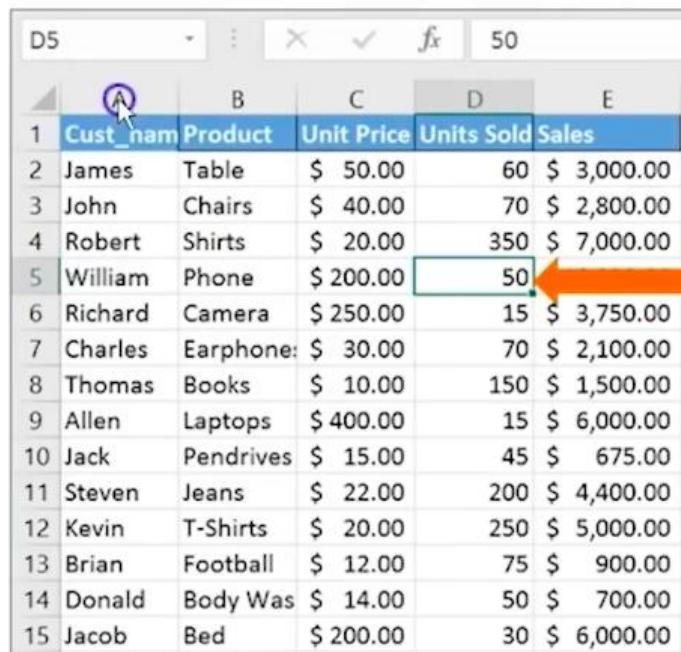


1

What is a cell address in Excel?

A cell address is a combination of a column letter and a row number that identifies a cell on a worksheet



	D5	B	C	D	E
1	Cust nam	Product	Unit Price	Units Sold	Sales
2	James	Table	\$ 50.00	60	\$ 3,000.00
3	John	Chairs	\$ 40.00	70	\$ 2,800.00
4	Robert	Shirts	\$ 20.00	350	\$ 7,000.00
5	William	Phone	\$ 200.00	50	
6	Richard	Camera	\$ 250.00	15	\$ 3,750.00
7	Charles	Earphone	\$ 30.00	70	\$ 2,100.00
8	Thomas	Books	\$ 10.00	150	\$ 1,500.00
9	Allen	Laptops	\$ 400.00	15	\$ 6,000.00
10	Jack	Pendrives	\$ 15.00	45	\$ 675.00
11	Steven	Jeans	\$ 22.00	200	\$ 4,400.00
12	Kevin	T-Shirts	\$ 20.00	250	\$ 5,000.00
13	Brian	Football	\$ 12.00	75	\$ 900.00
14	Donald	Body Was	\$ 14.00	50	\$ 700.00
15	Jacob	Bed	\$ 200.00	30	\$ 6,000.00

Cell Address - D5

2

What do you mean by Relative cell referencing and Absolute cell referencing in MS Excel?

Relative cell referencing	Absolute cell referencing
Relative references change when a formula is copied to another cell depending on the destination's row and column	In absolute cell referencing, irrespective of the cell destination there is no change when a formula is copied
This type of referencing is there by default. Relative cell referencing doesn't require a dollar sign in the formula	Meanwhile, if you don't want a change in the formula when it's copied across cells, then absolute referencing requires you to add a dollar sign before and after the column and row address

2

What do you mean by Relative cell referencing and Absolute cell referencing in MS Excel?

Relative Cell Referencing

	A	B	C	D
1	Qty	Price per Unit	Total Sales	Qty * 30
2	10	30	300	300
3	11	35	385	330
4	12	40	480	360

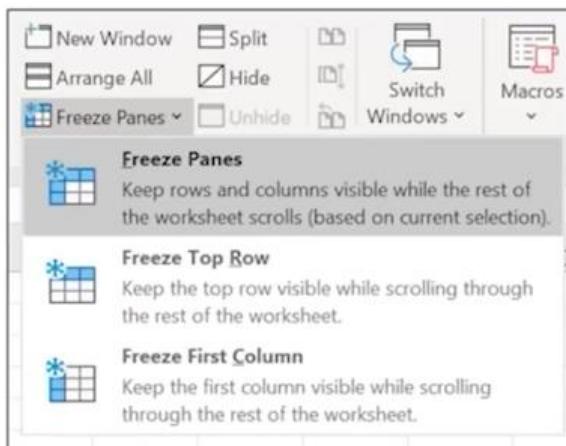
Absolute Cell Referencing

	A	B	C	D
1	Qty	Price per Unit	Total Sales	Qty * 30
2	10	30	300	300
3	11	35	385	330
4	12	40	480	360

3

How do you freeze panes in Excel (lock rows and columns)?

Select the View tab and go to
Freeze Panes



Select the 3rd row, and click
Freeze Panes

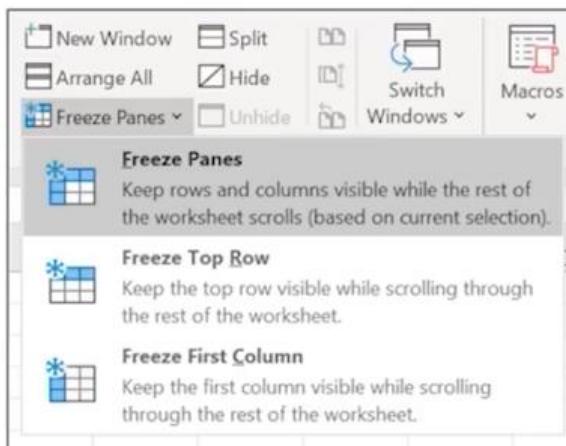
	A	B	C	D	E	F
1	Cust_name	Category	Product	Unit Price	Units Sold	Sales
2	James	Furniture	Table	\$ 50.00	60	\$ 3,000.00
3	John	Furniture	Chairs	\$ 40.00	70	\$ 2,800.00
4	Robert	Clothing	Shirts	\$ 20.00	350	\$ 7,000.00
5	William	Electronics	Phone	\$ 200.00	50	\$ 10,000.00
6	Richard	Electronics	Camera	\$ 250.00	15	\$ 3,750.00
7	Charles	Electronics	Earphones	\$ 30.00	70	\$ 2,100.00
8	Thomas	Others	Books	\$ 10.00	150	\$ 1,500.00
9	Allen	Electronics	Laptops	\$ 400.00	15	\$ 6,000.00
10	Jack	Electronics	Pendrives	\$ 15.00	45	\$ 675.00
11	Steven	Clothing	Jeans	\$ 22.00	200	\$ 4,400.00
12	Kevin	Clothing	T-Shirts	\$ 20.00	250	\$ 5,000.00
13	Brian	Others	Football	\$ 12.00	75	\$ 900.00
14	Donald	Others	Body Wash	\$ 14.00	50	\$ 700.00
15	Jacob	Furniture	Bed	\$ 200.00	30	\$ 6,000.00

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3 How do you freeze panes in Excel (lock rows and columns)?

Select the View tab and go to
Freeze Panes



Select the 3rd row, and click
Freeze Panes

	A	B	C	D	E	F
1	Cust_name	Category	Product	Unit Price	Units Sold	Sales
2	James	Furniture	Table	\$ 50.00	60	\$ 3,000.00
3	John	Furniture	Chairs	\$ 40.00	70	\$ 2,800.00
4	Robert	Clothing	Shirts	\$ 20.00	350	\$ 7,000.00
5	William	Electronics	Phone	\$ 200.00	50	\$ 10,000.00
6	Richard	Electronics	Camera	\$ 250.00	15	\$ 3,750.00
7	Charles				10	\$ 2,100.00
8	Thomas				10	\$ 1,500.00
9	Allen	Electronics	Laptops	\$ 400.00	15	\$ 6,000.00
10	Jack	Electronics	Pendrives	\$ 15.00	45	\$ 675.00
11	Steven	Clothing	Jeans	\$ 22.00	200	\$ 4,400.00
12	Kevin	Clothing	T-Shirts	\$ 20.00	250	\$ 5,000.00
13	Brian	Others	Football	\$ 12.00	75	\$ 900.00
14	Donald	Others	Body Wash	\$ 14.00	50	\$ 700.00
15	Jacob	Furniture	Bed	\$ 200.00	30	\$ 6,000.00

The first two rows are locked

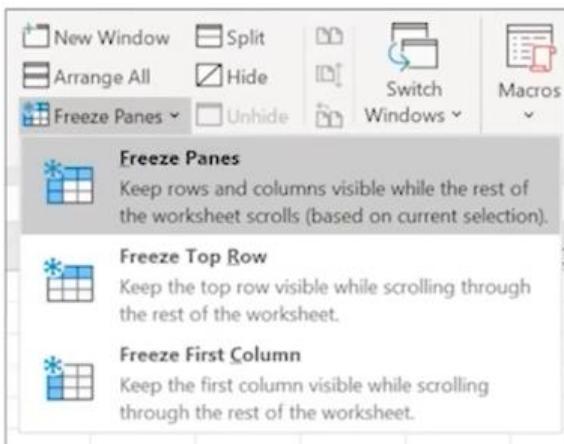
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3

How do you freeze panes in Excel (lock rows and columns)?

Select the View tab and go to
Freeze Panes



Select the 3rd column, and
click Freeze Panes

	A	B	C	D	E	F
1	Cust. nam	Category	Product	Unit Price	Units Sold	Sales
2	James	Furniture	Table	\$ 50.00	60	\$ 3,000.00
3	John	Furniture	Chairs	\$ 40.00	70	\$ 2,800.00
4	Robert	Clothing	Shirts	\$ 20.00	350	\$ 7,000.00
5	William	Electronics	Phone	\$ 200.00	50	\$ 10,000.00
6	Richard	Electronics	Camera	\$ 250.00	15	\$ 3,750.00
7	Charles	Electronics	Earphones			
8	Thomas	Others	Books			
9	Allen	Electronics	Laptops	\$ 400.00	10	\$ 4,000.00
10	Jack	Electronics	Pendrives	\$ 15.00	45	\$ 675.00
11	Steven	Clothing	Jeans	\$ 22.00	200	\$ 4,400.00
12	Kevin	Clothing	T-Shirts	\$ 20.00	250	\$ 5,000.00
13	Brian	Others	Football	\$ 12.00	75	\$ 900.00
14	Donald	Others	Body Wash	\$ 14.00	50	\$ 700.00
15	Jacob	Furniture	Bed	\$ 200.00	30	\$ 6,000.00

The first two
columns are locked

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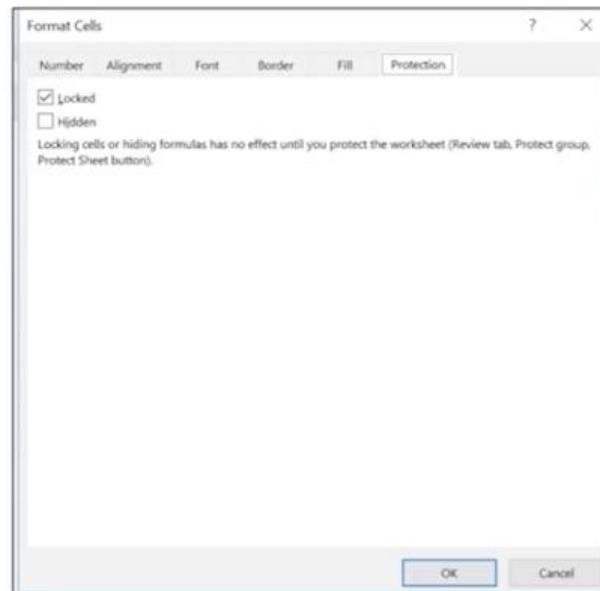
4

How can you restrict someone from copying a cell from your worksheet ?

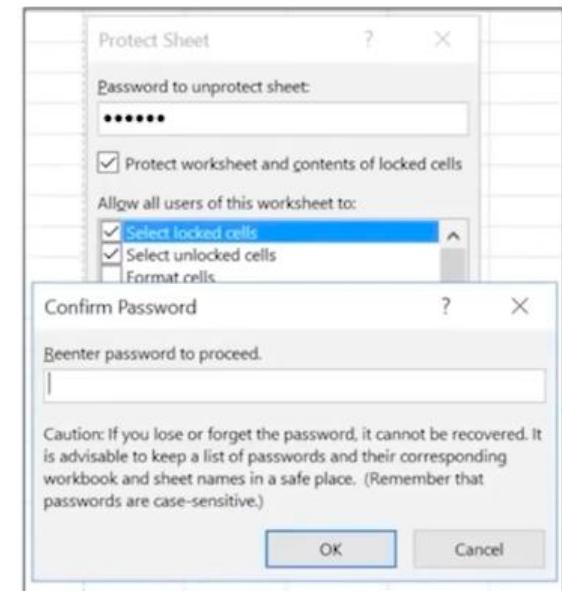
Select the data that you want protect

	A	B	C	D	E	F
1	Cust_name	Category	Product	Unit Price	Units Sold	Sales
2	James	Furniture	Table	\$ 50.00	60	\$ 3,000.00
3	John	Furniture	Chairs	\$ 40.00	70	\$ 2,800.00
4	Robert	Clothing	Shirts	\$ 20.00	350	\$ 7,000.00
5	William	Electronics	Phone	\$ 200.00	50	\$ 10,000.00
6	Richard	Electronics	Camera	\$ 250.00	15	\$ 3,750.00
7	Charles	Electronics	Earphones	\$ 30.00	70	\$ 2,100.00
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12	Kevin	Clothing	T-Shirts	\$ 20.00	250	\$ 5,000.00
13	Brian	Others	Football	\$ 12.00	75	\$ 900.00
14	Donald	Others	Body Wash	\$ 14.00	50	\$ 700.00
15	Jacob	Furniture	Bed	\$ 200.00	30	\$ 6,000.00

Select Ctrl + Shift + F and go to the Protection tab



Go to the Review tab and select Protect Sheet



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5

How is a Formula different from a Function in Excel?

Formula	Function
Formula is like an equation which is typed in by the user. It can be any calculation depending on the user	Function is a predefined calculation which is available in Excel
It consumes more time as it has to be typed in manually Ex: =A1+A2+A3	Working with a function is more efficient Ex: =SUM(A1:A3)

6

Mention the order of operations used in Excel while evaluating formulas

PEDMAS

1

Parentheses

3

Multiplication/
Division

5

Subtraction

2

Exponentiation

4

Addition

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7

How will you write the formula for the following? - Multiply the value in cell A1 by 10, add the result by 5, and divide it by 2

=((A1*10)+5)/2



=A1*10+5/2
=(A1*10)+5/2



B1	A	B	C	D	E
1	15	77.5			

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What is the difference between count, counta, and countblank?

COUNT: It counts the number of cells which have numeric values

A11		X	✓	fx	=COUNT(A2:A10)
	A	B	C	D	E
1	No. of Units				
2	95				
3	50				
4	N/A				
5					
6	56				
7	60				
8	N/A				
9					
10	32				
11	5				
12	7				
13	2				

8

What is the difference between count, counta, and countblank?

COUNTA: It counts the number of cells which has any form of content

A	B	C	D	E
1 No. of Units	95			
2	50			
3 N/A				
4	56			
5	60			
6 N/A				
7				
8				
9				
10	32			
11	5			
12	7			
13	2			

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What is the difference between count, counta, and countblank?

COUNTBLANK: It counts the number of blank cells only

A		B	C	D	E
1	No. of Units				
2		95			
3		50			
4	N/A				
5					
6		56			
7		60			
8	N/A				
9					
10		32			
11		5			
12		7			
13		2			

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9

What is the shortcut to add a filter to a table?

Ctrl



Shift



L

	A	B	C	D	E	F	G	H	I	J	K
1	dateRep	day	month	year	cases	deaths	countriesAndTerritories	geoid	country{ta}	popData2018	continentExp
2	03-06-2020	3	6	2020	759	5	Afghanistan	AF	AFG	37172386	Asia
3	02-06-2020	2	6	2020	545	8	Afghanistan	AF	AFG	37172386	Asia
4	01-06-2020	1	6	2020	680	8	Afghanistan	AF	AFG	37172386	Asia
5	31-05-2020	31	5	2020	866	3	Afghanistan	AF	AFG	37172386	Asia
6	30-05-2020	30	5	2020	623	11	Afghanistan	AF	AFG	37172386	Asia
7	29-05-2020	29	5	2020	580	8	Afghanistan	AF	AFG	37172386	Asia
8	28-05-2020	28	5	2020	625	7	Afghanistan	AF	AFG	37172386	Asia
9	27-05-2020	27	5	2020	658	1	Afghanistan	AF	AFG	37172386	Asia
10	26-05-2020	26	5	2020	591	1	Afghanistan	AF	AFG	37172386	Asia
11	25-05-2020	25	5	2020	584	2	Afghanistan	AF	AFG	37172386	Asia
12	24-05-2020	24	5	2020	782	11	Afghanistan	AF	AFG	37172386	Asia
13	23-05-2020	23	5	2020	540	12	Afghanistan	AF	AFG	37172386	Asia
14	22-05-2020	22	5	2020	531	6	Afghanistan	AF	AFG	37172386	Asia
15	21-05-2020	21	5	2020	492	9	Afghanistan	AF	AFG	37172386	Asia
16	20-05-2020	20	5	2020	581	5	Afghanistan	AF	AFG	37172386	Asia
17	19-05-2020	19	5	2020	408	4	Afghanistan	AF	AFG	37172386	Asia
18	18-05-2020	18	5	2020	262	1	Afghanistan	AF	AFG	37172386	Asia
19	17-05-2020	17	5	2020	0	0	Afghanistan	AF	AFG	37172386	Asia
20	16-05-2020	16	5	2020	1063	32	Afghanistan	AF	AFG	37172386	Asia
21	15-05-2020	15	5	2020	113	6	Afghanistan	AF	AFG	37172386	Asia
22	14-05-2020	14	5	2020	259	3	Afghanistan	AF	AFG	37172386	Asia
23	13-05-2020	13	5	2020	280	5	Afghanistan	AF	AFG	37172386	Asia
24	11-05-2020	11	5	2020	380	2	Afghanistan	AF	AFG	37172386	Asia
25	10-05-2020	10	5	2020	388	2	Afghanistan	AF	AFG	37172386	Asia
26	09-05-2020	9	5	2020	173	2	Afghanistan	AF	AFG	37172386	Asia

The Simplilearn logo, featuring the word "simplilearn" in a stylized orange and blue font.

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10

How do you create a hyperlink in Excel?

Ctrl

+

K

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11

How can we merge multiple cells text strings in a cell?

You can use the **concatenate()** function to merge text strings present in multiple cells

The diagram illustrates the use of the `CONCATENATE` function. On the left, a code box shows the formula `=CONCATENATE("Excel", " is", " fun")` and its expanded form `CONCATENATE(text1, [text2], [text3], [text4], ...)`. To the right is a screenshot of an Excel spreadsheet with three cells (A1, B1, C1) containing the words "Excel", "is", and "fun" respectively. Below the cells is the formula `=CONCATENATE(A1,B1,C1)`. A blue arrow points from the formula to the resulting merged text "Excel is fun".

	A	B	C
1	Excel	is	fun
2			
3	=CONCATENATE(A1,B1,C1)		

You can also use the “&” operator to combine cell values

The diagram illustrates the use of the `&` operator. It shows a screenshot of an Excel spreadsheet with three cells (A1, B1, C1) containing the words "Excel", "is", and "fun" respectively. Below the cells is the formula `=A1&" "&B1&" "&C1`. The formula is highlighted in blue.

	A	B	C
1	Excel	is	fun
2			
3	=A1&" "&B1&" "&C1		

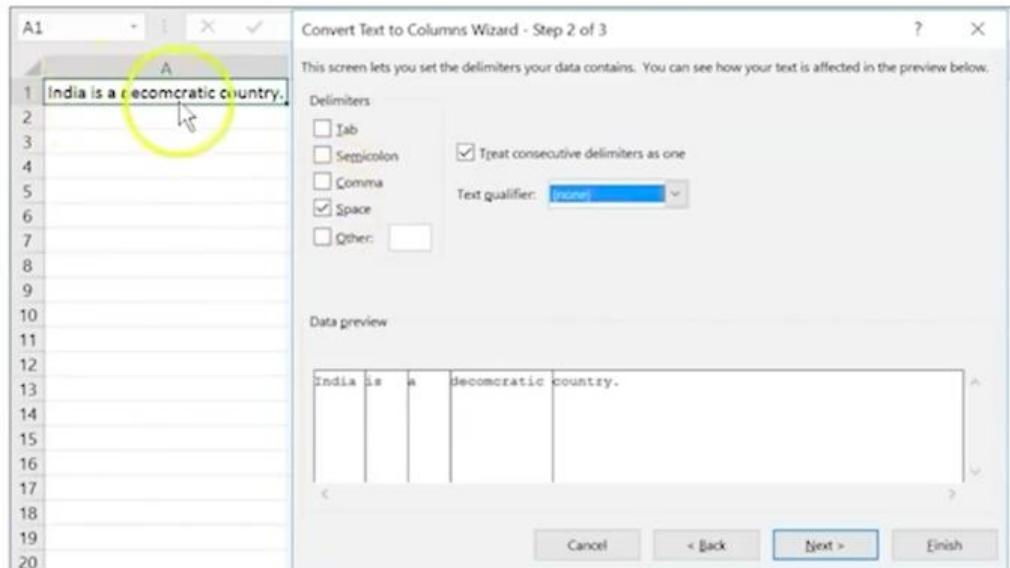
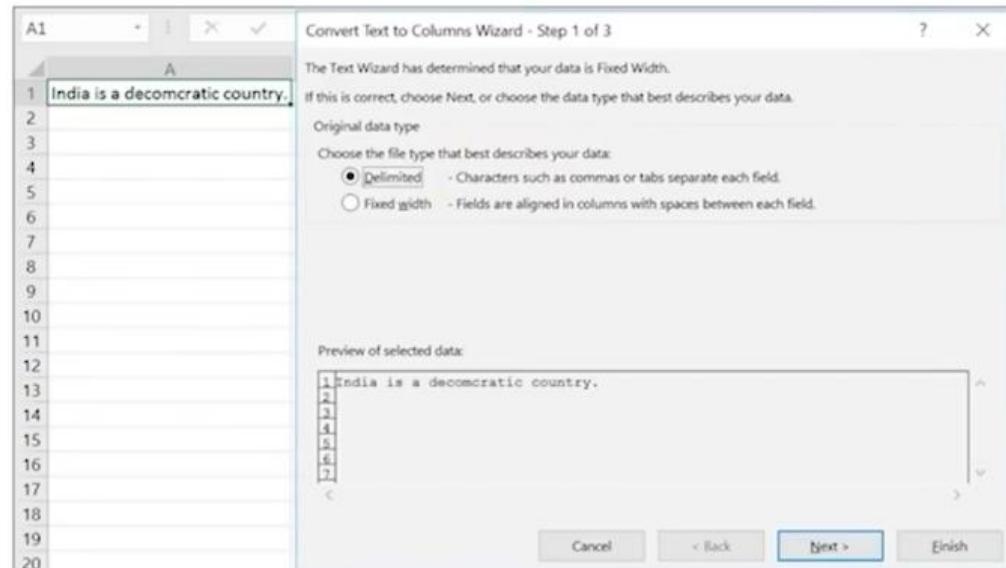
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12

How can you split a column into 2 or more columns?

Select the cell. Go to the Data tab
and choose Text to Columns



Choose the delimiter

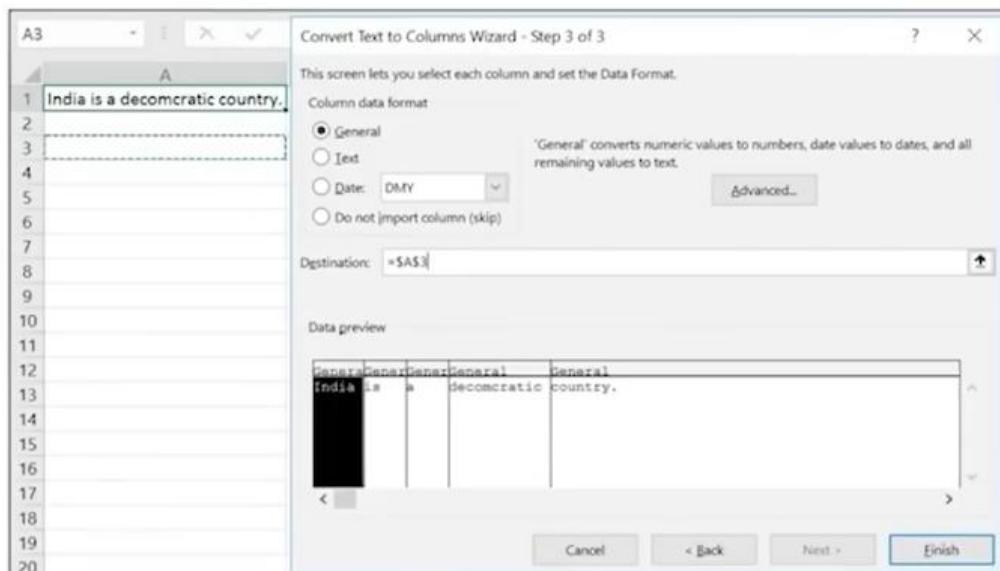
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12

How can you split a column into 2 or more columns?

Select the column data format and choose the destination



Splits the text into multiple columns

A	B	C	D	E
India is a democratic country.				
India	is	a	deomcratic	country.

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13

What is the use of VLOOKUP and how do we use it?

The VLOOKUP function is used for looking up a piece of information in a table and extracting some corresponding data or information

Syntax

```
=VLOOKUP (value, table, col_index, [range_lookup])
```



value - This indicates the value that you have to look for in the first column of a table

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13

What is the use of VLOOKUP and how do we use it?

The VLOOKUP function is used for looking up a piece of information in a table and extracting some corresponding data or information

Syntax

```
=VLOOKUP (value, table, col_index, [range_lookup])
```



table - This refers to the table from which you have to retrieve a value

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13

What is the use of VLOOKUP and how do we use it?

The VLOOKUP function is used for looking up a piece of information in a table and extracting some corresponding data or information

Syntax

```
=VLOOKUP (value, table, col_index, [range_lookup])
```



col_index - It provides the column in the table from which we are to retrieve a value

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13

What is the use of VLOOKUP and how do we use it?

The VLOOKUP function is used for looking up a piece of information in a table and extracting some corresponding data or information

Syntax

=VLOOKUP (value, table, col_index, [range_lookup])

(
range_lookup - [optional] TRUE =
approximate match (default). FALSE =
exact match
)

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13

What is the use of VLOOKUP and how do we use it?

Find the Product related to Customer Name – “Richard”

	A	B	C	D	E	F	G	H	I	J
1	Cust_name	Product	Unit Price	Units Sold	Sales					
2	James	Table	\$ 50.00	60	\$ 3,000.00					
3	John	Chairs	\$ 40.00	70	\$ 2,800.00					
4	Robert	Shirts	\$ 20.00	350	\$ 7,000.00					
5	William	Phone	\$ 200.00	50	\$ 10,000.00					
6	Richard	Camera	\$ 250.00	15	\$ 3,750.00			Richard		
7	Charles	Earphone	\$ 30.00	70	\$ 2,100.00			=VLOOKUP(H4,A2:E15,2,0)		
8	Thomas	Books	\$ 10.00	150	\$ 1,500.00					
9	Allen	Laptops	\$ 400.00	15	\$ 6,000.00					
10	Jack	Pendrives	\$ 15.00	45	\$ 675.00					
11	Steven	Jeans	\$ 22.00	200	\$ 4,400.00					
12	Kevin	T-Shirts	\$ 20.00	250	\$ 5,000.00					
13	Brian	Football	\$ 12.00	75	\$ 900.00					
14	Donald	Body Was	\$ 14.00	50	\$ 700.00					
15	Jacob	Bed	\$ 200.00	30	\$ 6,000.00					

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How is VLOOKUP different from LOOKUP function?

VLOOKUP	LOOKUP
VLOOKUP lets the user look for a value in the left most column of a table and returns the value in a left-to-right way	LOOKUP function lets the user look for data in a row/ column and returns the value in another row/ column
Not very easy to use as compared to the LOOKUP function	It is easier and can be used to replace the VLOOKUP function

15

How many report formats are available in Excel?

1

COMPACT FORM

2

OUTLINE FORM

3

TABULAR FORM

How does the IF() function in Excel work?

The IF() function in Excel performs a logical test and returns a value if the test evaluates to True and another value, if the test result is False

Return “Record is Valid” if Age is greater than 20 and Salary is greater than \$40000. Else, return “Record is Invalid”

Name	Age	Salary
Evans	25	\$50,000.00
Emmy	30	\$75,000.00
Joe	35	\$90,000.00
Harris	40	\$80,000.00
Anna	45	\$95,000.00

=IF(AND(F2:F6>20, G2:G6>40000), "Record is Valid", "Record is Invalid")

How do we use SUMIF() function in Excel?

The SUMIF() function adds the cell values specified by a given condition or criteria

Total sum of salary where salary > \$75000

Name	Age	Salary
Evans	25	\$50,000.00
Emmy	30	\$75,000.00
Joe	35	\$90,000.00
Harris	40	\$80,000.00
Anna	45	\$95,000.00

=SUMIF(G2:G6,>75000")

18

Using the COVID data, find the number of days in which the number of deaths in Italy has been greater than 200.

	A	B	C	D	E	F	G	H	I	J	K
1	dateRep	day	month	year	cases	deaths	countriesAndTerritories	geoid	countryterritoryCode	popData2019	continentExp
2	12-08-2020	12	8	2020	215	32	Afghanistan	AF	AFG	38041757	Asia
3	11-08-2020	11	8	2020	0	0	Afghanistan	AF	AFG	38041757	Asia
4	10-08-2020	10	8	2020	0	0	Afghanistan	AF	AFG	38041757	Asia
5	09-08-2020	9	8	2020	39	5	Afghanistan	AF	AFG	38041757	Asia
6	08-08-2020	8	8	2020	78	9	Afghanistan	AF	AFG	38041757	Asia
7	07-08-2020	7	8	2020	41	0	Afghanistan	AF	AFG	38041757	Asia
8	06-08-2020	6	8	2020	67	4	Afghanistan	AF	AFG	38041757	Asia
9	05-08-2020	5	8	2020	82	6	Afghanistan	AF	AFG	38041757	Asia
10	04-08-2020	4	8	2020	37	4	Afghanistan	AF	AFG	38041757	Asia
11	03-08-2020	3	8	2020	0	1	Afghanistan	AF	AFG	38041757	Asia
12	02-08-2020	2	8	2020	0	0	Afghanistan	AF	AFG	38041757	Asia
13	01-08-2020	1	8	2020	168	12	Afghanistan	AF	AFG	38041757	Asia
14	31-07-2020	31	7	2020	71	0	Afghanistan	AF	AFG	38041757	Asia
15	30-07-2020	30	7	2020	0	0	Afghanistan	AF	AFG	38041757	Asia
16	29-07-2020	29	7	2020	103	1	Afghanistan	AF	AFG	38041757	Asia
17	28-07-2020	28	7	2020	105	1	Afghanistan	AF	AFG	38041757	Asia
18	27-07-2020	27	7	2020	106	10	Afghanistan	AF	AFG	38041757	Asia
19	26-07-2020	26	7	2020	121	13	Afghanistan	AF	AFG	38041757	Asia
20	25-07-2020	25	7	2020	108	35	Afghanistan	AF	AFG	38041757	Asia
21	24-07-2020	24	7	2020	13	0	Afghanistan	AF	AFG	38041757	Asia

We'll use the countifs() function

=COUNTIFS(G2:G35777,"Italy",E2:E35777,>200")

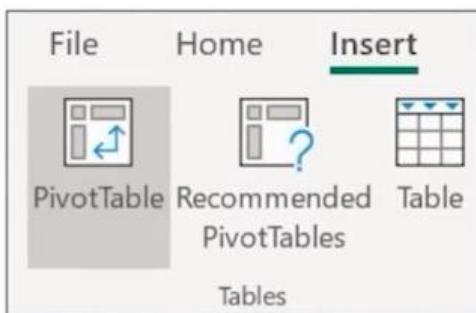
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What is a Pivot Table?

Pivot table is a summary table of the dataset that lets you create reports and analyze trends. They are useful if you have long rows or columns that hold values you need to track

Go to the Insert tab and select PivotTable option



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	dateRep	day	month	year	cases	deaths	countries/ geoid	countryterritoryCode	popData2019	continentExp							
2	12-08-2020	12	8	2020	215	32	Afghanist AF	AFG	38041757	Asia							
3	11-08-2020	11	8	2020	0	0	Afghanist AF	AFG	38041757	Asia							
4	10-08-2020	10	8	2020	0	0	Afghanist AF	AFG	38041757	Asia							
5	09-08-2020	9	8	2020	39	5	Afghanist AF	AFG	38041757	Asia							
6	08-08-2020	8	8	2020	78	9	Afghanist AF	AFG	38041757	Asia							
7	07-08-2020	7	8	2020	41	0	Afghanist AF	AFG	38041757	Asia							
8	06-08-2020	6	8	2020	67	4	Afghanist AF	AFG	38041757	Asia							
9	05-08-2020	5	8	2020	82	6	Afghanist AF	AFG	38041757	Asia							
10	04-08-2020	4	8	2020	37	4	Afghanist AF	AFG	38041757	Asia							
11	03-08-2020	3	8	2020	0	1	Afghanist AF	AFG	38041757	Asia							
12	02-08-2020	2	8	2020	0	0	Afghanist AF	AFG	38041757	Asia							
13	01-08-2020	1	8	2020	168	12	Afghanist AF	AFG	38041757	Asia							
14	31-07-2020	31	7	2020	71	0	Afghanist AF	AFG	38041757	Asia							
15	30-07-2020	30	7	2020	0	0	Afghanist AF	AFG	38041757	Asia							
16	29-07-2020	29	7	2020	103	1	Afghanist AF	AFG	38041757	Asia							
17	28-07-2020	28	7	2020	105	1	Afghanist AF	AFG	38041757	Asia							
18	27-07-2020	27	7	2020	106	10	Afghanist AF	AFG	38041757	Asia							
19	26-07-2020	26	7	2020	121	13	Afghanist AF	AFG	38041757	Asia							
20	25-07-2020	25	7	2020	108	35	Afghanist AF	AFG	38041757	Asia							
21	24-07-2020	24	7	2020	13	0	Afghanist AF	AFG	38041757	Asia							

Create PivotTable

Choose the data that you want to analyze

Select a table or range
Table/Range: Sheet1!\$A\$1:\$K\$35777

Use an external data source
Choose Connection...
Connection name:
Use this workbook's Data Model

Choose where you want the PivotTable report to be placed

New Worksheet
 Existing Worksheet
Location: Sheet1!\$M\$2

Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK Cancel

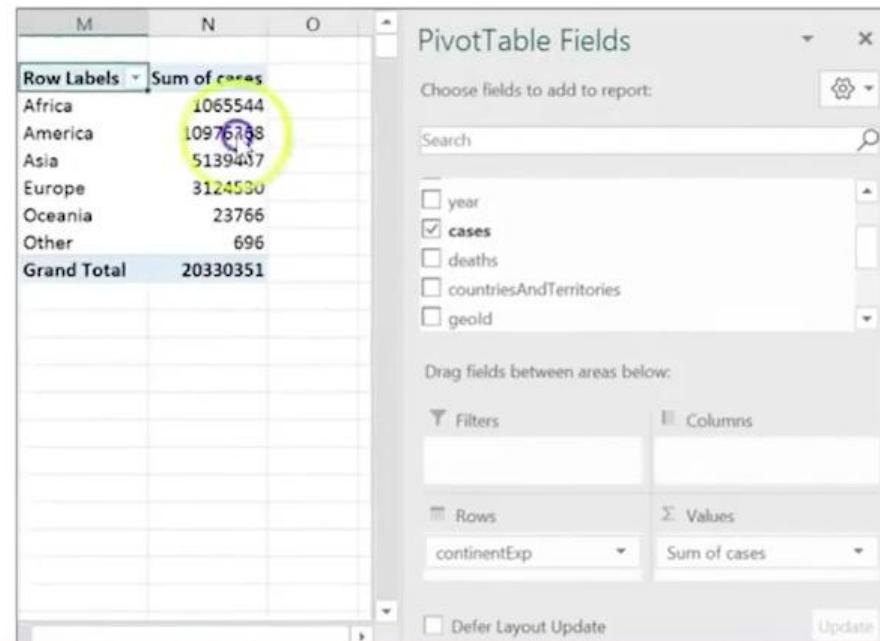
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What is a Pivot Table?

Pivot table is a summary table of the dataset that lets you create reports and analyze trends. They are useful if you have long rows or columns that hold values you need to track

Drag the fields that you want to show in the pivot table. Here we have create a pivot table using Coronavirus data



What is a Pivot Table?

Pivot table is a summary table of the dataset that lets you create reports and analyze trends. They are useful if you have long rows or columns that hold values you need to track

Drag the fields that you want to show in the pivot table. Here we have create a pivot table using Coronavirus data

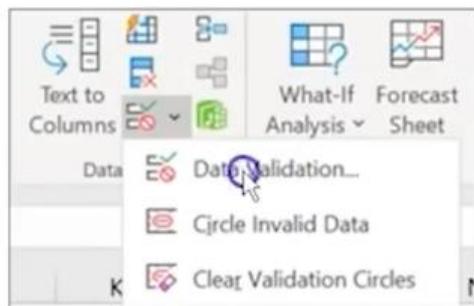
The screenshot shows a Microsoft Excel spreadsheet with a PivotTable Fields dialog box overlaid. The table in the spreadsheet has 'Row Labels' as 'Sum of cases' and 'ContinentExp' as the column header. The data rows are Africa (1065544), America (10976368), Asia (5139447), Europe (3124530), Oceania (23766), and Other (696). The Grand Total is 20330351. In the PivotTable Fields dialog, under 'Choose fields to add to report:', 'cases' is checked. Under 'Drag fields between areas below:', 'Sum of cases' is selected in the 'Values' section. A yellow circle highlights the 'Sum of cases' entry in the 'Values' list.

ContinentExp	Sum of cases
Africa	1065544
America	10976368
Asia	5139447
Europe	3124530
Oceania	23766
Other	696
Grand Total	20330351

20

Create a drop down list in Excel

You can create a drop down list using the Data Validation option present in the Data tab



Country	Capital	Continent	Country
France	Paris	Europe	France
Spain	Madrid	Europe	Spain
India	New Delhi	Asia	India
Japan	Tokyo	Asia	Japan
USA	New York	North America	USA
Italy	Rome	Russia	Italy

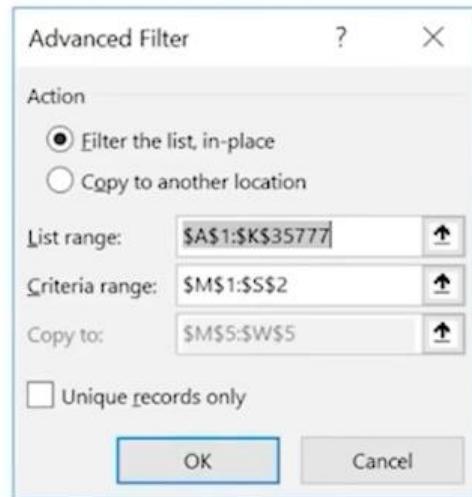
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How do we apply advanced filters in Excel?

Use the Advanced Filter option present in the Data tab



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Using the below given sales data, highlight those cells where total sales > \$5000

Use conditional formatting to highlight cells based on a criteria

Product	Unit Price	Units Sold	Sales
Table	\$ 50.00	60	\$ 3,000.00
Chairs	\$ 40.00	70	\$ 2,800.00
Shirts	\$ 20.00	350	\$ 7,000.00
Phone	\$ 200.00	50	\$10,000.00
Camera	\$ 250.00	15	\$ 3,750.00
Earphones	\$ 30.00	70	\$ 2,100.00
Books	\$ 10.00	150	\$ 1,500.00
Laptops	\$ 400.00	15	\$ 6,000.00
Pendrives	\$ 15.00	45	\$ 675.00



Product	Unit Price	Units Sold	Sales
Table	\$ 50.00	60	\$ 3,000.00
Chairs	\$ 40.00	70	\$ 2,800.00
Shirts	\$ 20.00	350	\$ 7,000.00
Phone	\$ 200.00	50	\$10,000.00
Camera	\$ 250.00	15	\$ 3,750.00
Earphones	\$ 30.00	70	\$ 2,100.00
Books	\$ 10.00	150	\$ 1,500.00
Laptops	\$ 400.00	15	\$ 6,000.00
Pendrives	\$ 15.00	45	\$ 675.00

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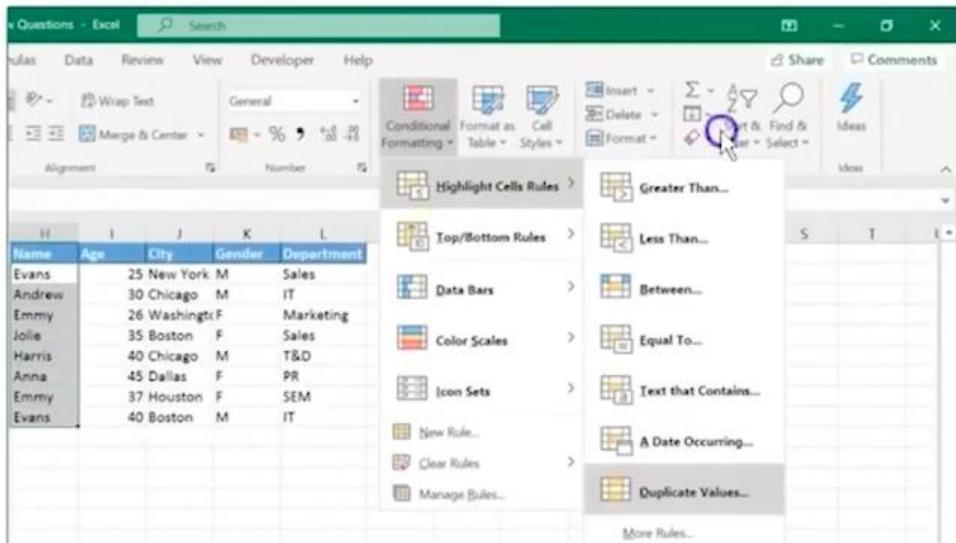
Write an index-match function to find the city to which Andrew belongs to from the given table

	A	B	C	D	E
1	Name	Age	City	Gender	Department
2	Evans	25	New York	M	Sales
3	Emmy	30	Chicago	F	IT
4	Andrew	26	Washington	M	Marketing
5	Jolie	35	Boston	F	Sales
6	Harris	40	Chicago	M	T&D
7	Anna	45	Dallas	F	PR

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How do you find duplicate values in a column?

To find duplicate values in a column, you can either use conditional formatting or the countif() function



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How do you find duplicate values in a column?

To find duplicate values in a column, you can either use conditional formatting or the countif() function

Using the countif() function

Name	Age	City	Gender	Department	Duplicate Names
Evans	25	New York	M	Sales	=COUNTIF(\$H\$2:\$H\$9, H2)>1
Andrew	30	Chicago	M	IT	FALSE
Emmy	26	Washington	F	Marketing	TRUE
Jolie	35	Boston	F	Sales	FALSE
Harris	40	Chicago	M	T&D	FALSE
Anna	45	Dallas	F	PR	FALSE
Emmy	37	Houston	F	SEM	TRUE
Evans	40	Boston	M	IT	TRUE

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How can you remove duplicate values in a range of cells?

1

To delete duplicate values in a column, select the highlighted cells and press the delete button. After deleting the values, go to the conditional formatting. Choose Clear rules to remove the rules from the sheet

2

You can also delete duplicate values by selecting Remove Duplicates option under Data Tools present in the Data tab

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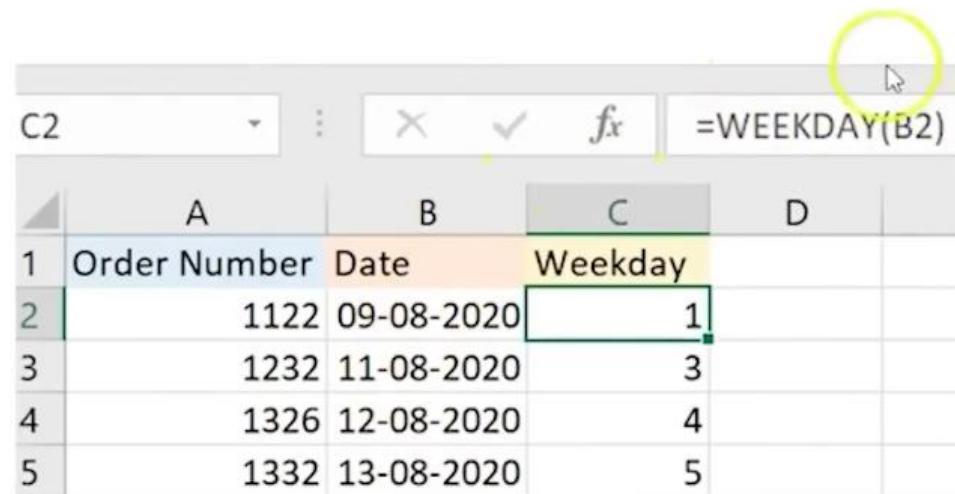
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How do you find out the day of the week for a particular date?

We use the Weekday() function to find out the day of the week for a particular date

1. Sunday
2. Monday
3. Tuesday
4. Wednesday
5. Thursday
6. Friday
7. Saturday



A screenshot of Microsoft Excel demonstrating the use of the `WEEKDAY` function. The formula bar shows `=WEEKDAY(B2)`. The spreadsheet contains the following data:

	A	B	C	D
1	Order Number	Date	Weekday	
2		1122 09-08-2020	1	
3		1232 11-08-2020	3	
4		1326 12-08-2020	4	
5		1332 13-08-2020	5	

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What are the wildcards available in Excel?

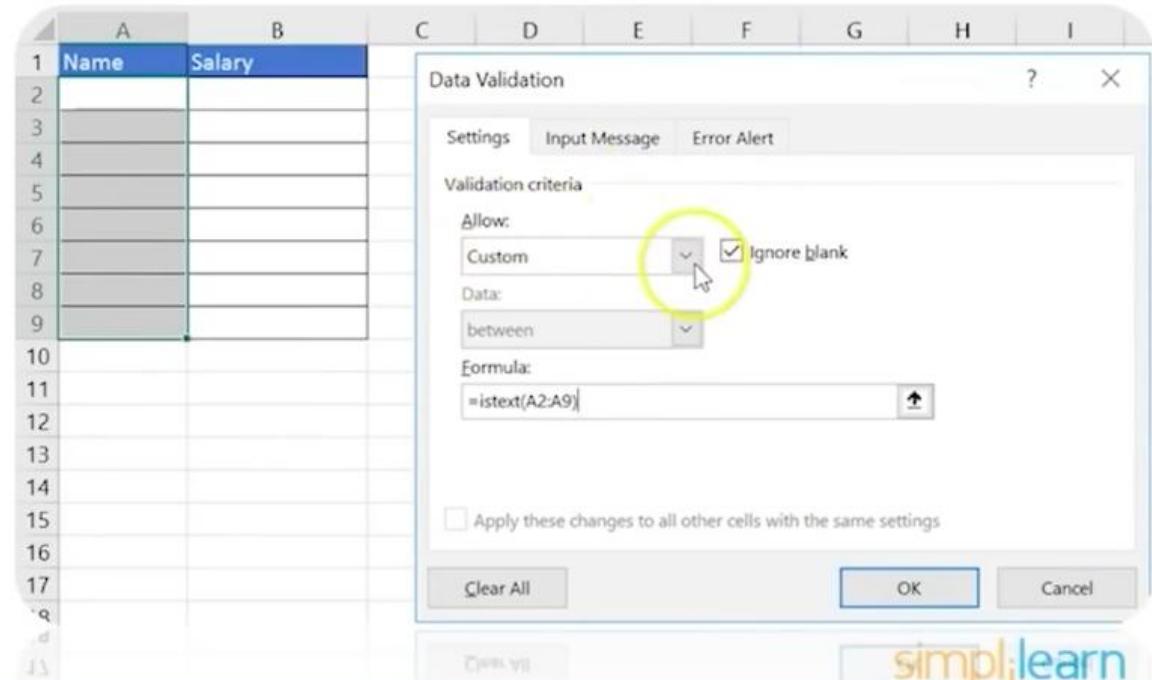
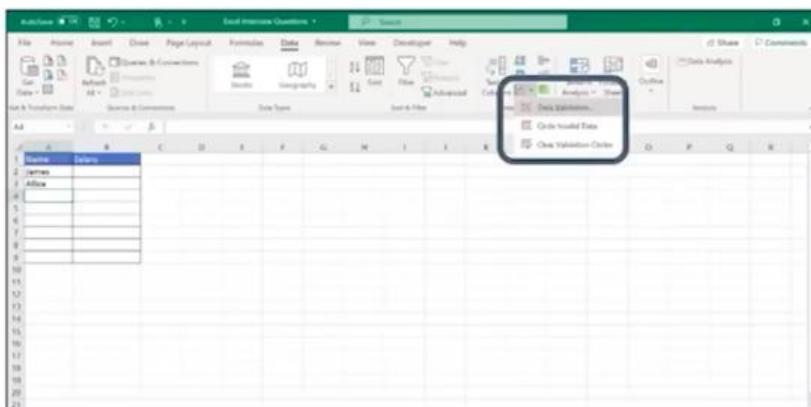
Excel supports 3 types of wildcards

1. * **(Asterisk)** - It represents any number of characters
2. ? **(Question mark)** - It represents one single character
3. ~ **(Tilde)** - It is used to identify a wildcard character (~, *, ?) in the text

What is data validation? Illustrate with an example

Data validation feature in Excel is used to control what a user can enter into a cell

In the Data tab, select Data Validation option present under Data Tools

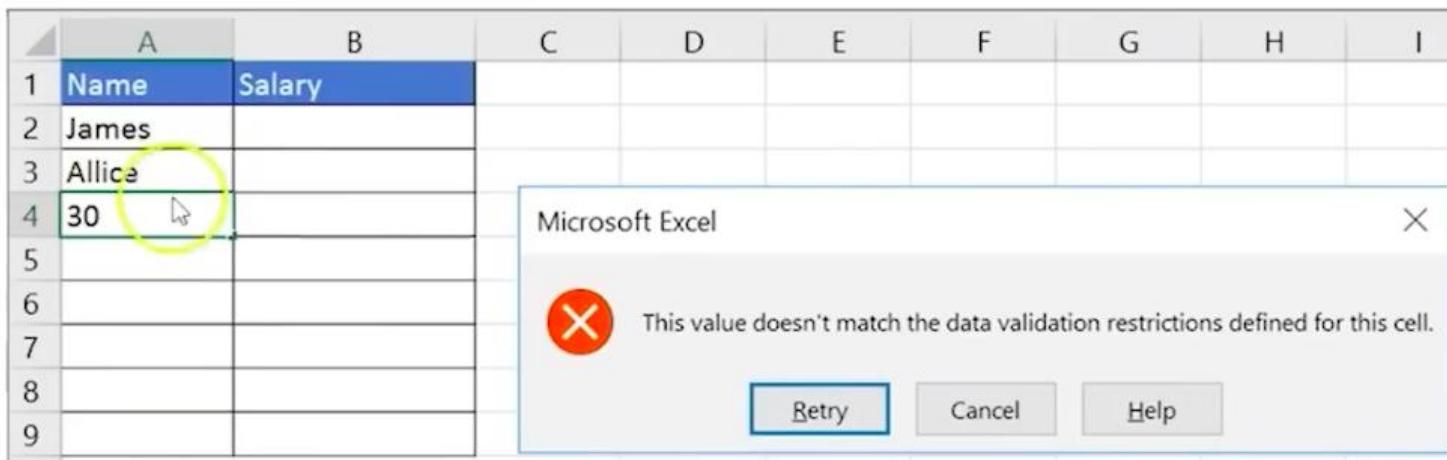


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What is data validation? Illustrate with an example

Data validation feature in Excel is used to control what a user can enter into a cell

The Name column can only accept text values. If you enter something other than a text, it will throw an error



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Given below is a student table. Write a function to add pass/ fail to the results column based on the following criteria.
If student marks > 60 and attendance > 75%, then pass else fail.

Student	Marks	Attendance
Sam	50	80
Danny	90	89
Mark	55	60
Mia	69	85
Suzane	75	72
Sophia	65	78

We'll use the IF() function and check with an AND condition to fill in the results column

Student	Marks	Attendance	Results
Sam	50	80	Fail
Danny	90	89	Pass
Mark	55	60	=IF(AND(U7>60,V7>75), "Pass", "Fail")
Mia	69	85	Pass
Suzane	75	72	Fail
Sophia	65	78	Pass

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Calculate your age in years from the current date.

Use the YEARFRAC() or DATEDIF() function to return the number of whole days between start_date and end_date

Using YEARFRAC()

Today's date	12-08-2020
DOB	30-12-1994
Age	=YEARFRAC(Z6,Z4)

Using DATEDIF()



Today's date	12-08-2020
DOB	30-12-1994
Age	=DATEDIF(Z6,Z4,"y")

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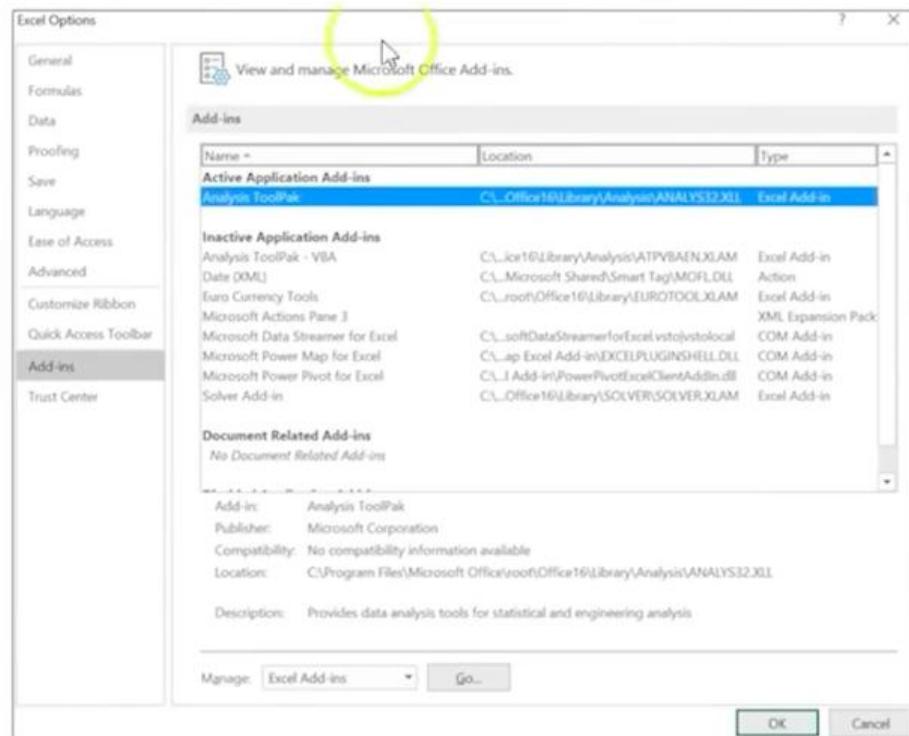
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From the below given table, find the descriptive statistics of the columns using the data analysis ToolPak.

	A	B	C	D
1	Paid	Organic	Social	Revenue
2	165349	136898	471784	192261.83
3	162598	151378	443899	191792.06
4	153442	101146	407935	191050.39
5	144372	118672	383200	182901.99
6	142107	91392	366168	166187.94
7	131877	99815	362861	156991.12
8	134615	147199	127717	156122.51
9	130298	145530	323877	155752.6
10	120543	148719	311613	152211.77
11	123335	108679	304982	149759.96
12	101913	110594	229161	146121.95
13	100672	91791	249745	144259.4
14	93864	127320	249839	141585.52
15	91992	135495	252665	134307.35
16	119943	156547	256513	132602.65
17	114524	122617	261776	129917.04
18	78013	121598	264346	126992.93
19	94657	145078	282574	125370.37
20	91749	114176	294920	124266.9
21	86420	153514	0	122776.86

Add Analysis ToolPak to Excel



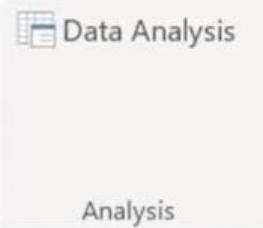
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8	134615	147199	127717	156122.51
9	130298	145530	323877	155752.6
10	120543	148719	311613	152211.77
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15	91992	135495	252665	134307.35
16	119943	156547	256513	132602.65
17	114524	122617	261776	129917.04
18	78013	121598	264346	126992.93
19	94657	145078	282574	125370.37
20	91749	114176	294920	124266.9
21	86420	153514	0	122776.86



Click on the Data Analysis option in the Data tab.
Choose Descriptive Statistics

	Paid	Organic	Social	Revenue
Mean	81610.243	122509.666	226246.2	118751.8
Standard Error	1470.611542	288.8237698	2898.353	1258.025
Median	79754.5	122410	224032.5	117495.8
Mode	0 Mode	131294 Mode	0 Mode	121248.7
Standard Deviation	46504.82026	9133.409551	91653.98	39782.25
Sample Variance	2162698307	83419170.02	8.4E+09	1.58E+09
Kurtosis	-1.230155002	11.1260989	-1.1035	-1.19126
Skewness	-0.014264704	-0.841896327	-0.0463	-0.02185
Range	165349 Range	131363 Range	471784 Range	177580.4
Minimum	0 Minimum	51283 Minimum	0 Minimum	14681.4
Maximum	165349 Maximum	182646 Maximum	471784 Maximum	192261.8
Sum	81610243 Sum	122509666 Sum	2.26E+08 Sum	1.19E+08
Count	1000 Count	1000 Count	1000 Count	1000
Confidence Level(95.0%)	2885.842002	566.7708585	5687.559 Confidence Level(95.0%)	2468.675

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Using the Covid data, create a pivot table to find the total cases in each country belonging to their respective continents

dateRep	day	month	year	cases	deaths	countries/geoId	countryte	popData2	continentExp
12-08-2020	12	8	2020	215	32	AfghanistAF	AFG	38041757	Asia
11-08-2020	11	8	2020	0	0	AfghanistAF	AFG	38041757	Asia
10-08-2020	10	8	2020	0	0	AfghanistAF	AFG	38041757	Asia
09-08-2020	9	8	2020	39	5	AfghanistAF	AFG	38041757	Asia
08-08-2020	8	8	2020	78	9	AfghanistAF	AFG	38041757	Asia
07-08-2020	7	8	2020	41	0	AfghanistAF	AFG	38041757	Asia
06-08-2020	6	8	2020	67	4	AfghanistAF	AFG	38041757	Asia
05-08-2020	5	8	2020	82	6	AfghanistAF	AFG	38041757	Asia
04-08-2020	4	8	2020	37	4	AfghanistAF	AFG	38041757	Asia
03-08-2020	3	8	2020	0	1	AfghanistAF	AFG	38041757	Asia
02-08-2020	2	8	2020	0	0	AfghanistAF	AFG	38041757	Asia
01-08-2020	1	8	2020	168	12	AfghanistAF	AFG	38041757	Asia
31-07-2020	31	7	2020	71	0	AfghanistAF	AFG	38041757	Asia
30-07-2020	30	7	2020	0	0	AfghanistAF	AFG	38041757	Asia
29-07-2020	29	7	2020	103	1	AfghanistAF	AFG	38041757	Asia
28-07-2020	28	7	2020	105	1	AfghanistAF	AFG	38041757	Asia
27-07-2020	27	7	2020	106	10	AfghanistAF	AFG	38041757	Asia
26-07-2020	26	7	2020	121	13	AfghanistAF	AFG	38041757	Asia
25-07-2020	25	7	2020	108	35	AfghanistAF	AFG	38041757	Asia
24-07-2020	24	7	2020	13	0	AfghanistAF	AFG	38041757	Asia

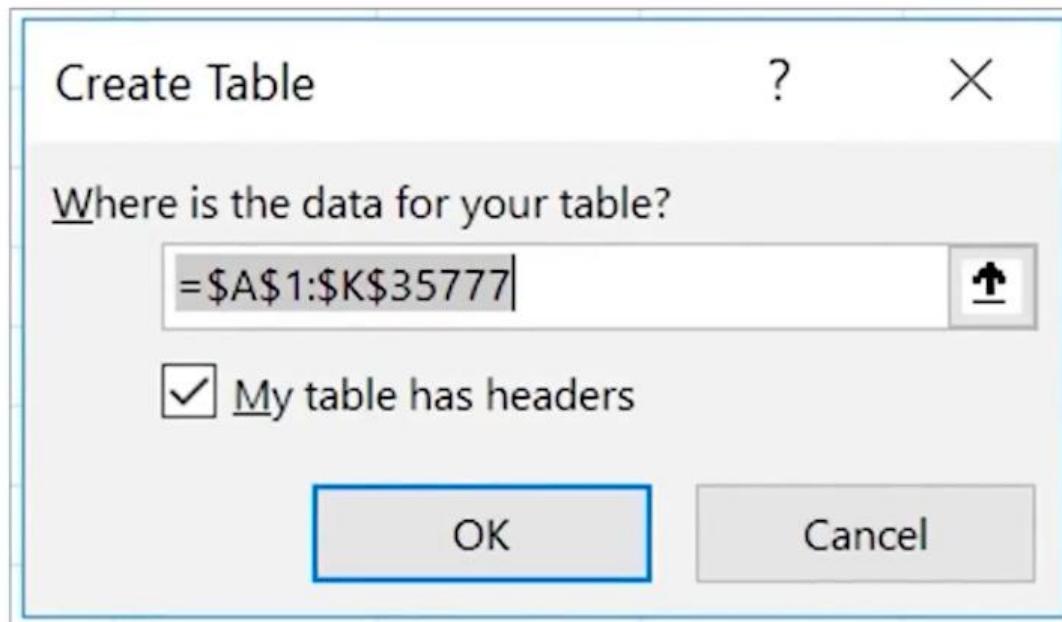
Row Labels	Sum of cases		
Africa	1065544	America	
Angola	36204	Anguilla	3
Burkina_Faso	1213	Antigua_and_Barbuda	92
Burundi	408	Argentina	253855
Cameroon	18213	Aruba	717
Cape_Verde	2920	Bahamas	989
Central_African_Republic	4647	Barbados	143
Chad	946	Beilize	210
Comoros	399	Bermuda	159
Congo	3745	Bolivia	93328
Cote_divoire	16847	Bonaire,_Saint_Eustatius_and_Saba	13
Democratic_Republic_of_the_Congo	9498	Brazil	3109630
Djibouti	5348	British_Virgin_Islands	9
Egypt	95834	Canada	120406
Equatorial_Guinea	4821	Cayman_Islands	203
		Chile	376616
		Colombia	410453
		Costa_Rica	24508
		Cuba	3093
		CuraÃ§ao	32
		Dominica	18

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How do you provide Dynamic Range in 'Data Source' of Pivot Tables?

Create a Named table to provide a dynamic range



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Is it possible to create Pivot Table using multiple sources of data?

Yes, you can create a pivot table from multiple worksheets

There should be a common row in both the tables. This will act as the Primary key for the first table and Foreign key for the second table



Create a relationship between the tables and then build the pivot table

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Create a pivot table to find the top 3 countries from each continent based on the total cases using the Covid data

dateRep	day	month	year	cases	deaths	countries/geoid	countryte	popData2	continentExp
12-08-2020	12	8	2020	215	32	AfghanistaAF	AFG	38041757	Asia
11-08-2020	11	8	2020	0	0	AfghanistaAF	AFG	38041757	Asia
10-08-2020	10	8	2020	0	0	AfghanistaAF	AFG	38041757	Asia
09-08-2020	9	8	2020	39	5	AfghanistaAF	AFG	38041757	Asia
08-08-2020	8	8	2020	78	9	AfghanistaAF	AFG	38041757	Asia
07-08-2020	7	8	2020	41	0	AfghanistaAF	AFG	38041757	Asia
06-08-2020	6	8	2020	67	4	AfghanistaAF	AFG	38041757	Asia
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04-08-2020	4	8	2020	37	4	AfghanistaAF	AFG	38041757	Asia
03-08-2020	3	8	2020	0	1	AfghanistaAF	AFG	38041757	Asia
02-08-2020	2	8	2020	0	0	AfghanistaAF	AFG	38041757	Asia
01-08-2020	1	8	2020	168	12	AfghanistaAF	AFG	38041757	Asia
31-07-2020	31	7	2020	71	0	AfghanistaAF	AFG	38041757	Asia
30-07-2020	30	7	2020	0	0	AfghanistaAF	AFG	38041757	Asia
29-07-2020	29	7	2020	103	1	AfghanistaAF	AFG	38041757	Asia
28-07-2020	28	7	2020	105	1	AfghanistaAF	AFG	38041757	Asia
27-07-2020	27	7	2020	106	10	AfghanistaAF	AFG	38041757	Asia
26-07-2020	26	7	2020	121	13	AfghanistaAF	AFG	38041757	Asia
25-07-2020	25	7	2020	108	35	AfghanistaAF	AFG	38041757	Asia
24-07-2020	24	7	2020	13	0	AfghanistaAF	AFG	38041757	Asia



Row Labels	Sum of cases
Africa	709233
South_Africa	566109
Egypt	95834
Nigeria	47290
America	8743359
United_States_of_America	5141207
Brazil	3109630
Mexico	492522
Asia	2952295
India	2329638
Iran	331189
Saudi_Arabia	291468
Europe	1537000
Russia	897599
Spain	326612
United_Kingdom	312789
Oceania	23382
Australia	21713
New_Zealand	1220
Guam	449

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How do you create a column in a Pivot Table?

Create a Calculated Field from PivotTable Analyze option

The screenshot shows a Microsoft Excel window with a PivotTable selected. The ribbon at the top has the 'PivotTable' tab selected. In the 'Fields, Items, & Sets' group, the 'Calculated Field...' button is highlighted. A large blue arrow points from this button to the 'Insert Calculated Field' dialog box. The dialog box contains a formula bar with the formula: =P[Sales]-4000, Units Sold*1000, Sales*2%, Sales*2%. Below the formula bar, there is a 'Name:' dropdown set to 'Annual' and a 'Formula:' dropdown containing the same formula. At the bottom right of the dialog box are 'OK' and 'Close' buttons.

Cost_name	Category	Product	Unit Price	Units Sold	Sales
James	Furniture	Table	\$ 50.00	60	\$ 3,000.00
John	Furniture	Chair	\$ 40.00	70	\$ 2,800.00
Robert	Clothing	Shirts	\$ 20.00	350	\$ 7,000.00
William	Electronics	Phone	\$ 200.00	50	\$ 10,000.00
Richard	Electronics	Camera	\$ 250.00	15	\$ 3,750.00
Charles	Electronics	Earphones	\$ 30.00	70	\$ 2,100.00
Thomas	Others	Books	\$ 10.00	150	\$ 1,500.00
Allen	Electronics	Laptops	\$ 400.00	15	\$ 6,000.00
Jack	Electronics	Pendrives	\$ 15.00	45	\$ 675.00
Steven	Clothing	Jeans	\$ 22.00	200	\$ 4,400.00
Kevin	Clothing	T-Shirts	\$ 20.00	250	\$ 5,000.00
Brian	Others	Football	\$ 12.00	75	\$ 900.00
Donald	Others	Body Wash	\$ 14.00	50	\$ 700.00
Jacob	Furniture	Bed	\$ 200.00	30	\$ 6,000.00
					Grand Total
					1430 53825

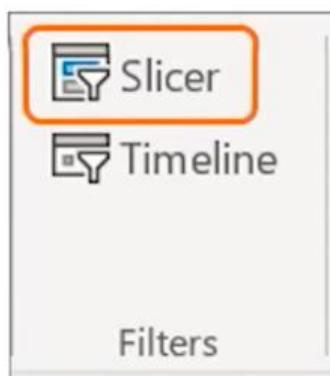
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How does a slicer work in Excel?

Slicers are used to filter data a Pivot table

Go to the Insert tab and select Slicer under Filters



Here we have used 2 slicers to filter our table

Row Labels	Sum of cases	Sum of deaths
Africa	31598	1425
America	1104862	70904
Asia	333821	11321
Europe	856992	105498
Oceania	2812	95
Grand Total	2330085	189243

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What is the percentage contribution of each country and continents to the total cases?

dateRep	day	month	year	cases	deaths	countries/ geold	countryt	popData2	continentExp
12-08-2020	12	8	2020	215	32	AfghanistAF	AFG	38041757	Asia
11-08-2020	11	8	2020	0	0	AfghanistAF	AFG	38041757	Asia
10-08-2020	10	8	2020	0	0	AfghanistAF	AFG	38041757	Asia
09-08-2020	9	8	2020	39	5	AfghanistAF	AFG	38041757	Asia
08-08-2020	8	8	2020	78	9	AfghanistAF	AFG	38041757	Asia
07-08-2020	7	8	2020	41	0	AfghanistAF	AFG	38041757	Asia
06-08-2020	6	8	2020	67	4	AfghanistAF	AFG	38041757	Asia
05-08-2020	5	8	2020	82	6	AfghanistAF	AFG	38041757	Asia
04-08-2020	4	8	2020	37	4	AfghanistAF	AFG	38041757	Asia
03-08-2020	3	8	2020	0	1	AfghanistAF	AFG	38041757	Asia
02-08-2020	2	8	2020	0	0	AfghanistAF	AFG	38041757	Asia
01-08-2020	1	8	2020	168	12	AfghanistAF	AFG	38041757	Asia
31-07-2020	31	7	2020	71	0	AfghanistAF	AFG	38041757	Asia
30-07-2020	30	7	2020	0	0	AfghanistAF	AFG	38041757	Asia
29-07-2020	29	7	2020	103	1	AfghanistAF	AFG	38041757	Asia
28-07-2020	28	7	2020	105	1	AfghanistAF	AFG	38041757	Asia
27-07-2020	27	7	2020	106	10	AfghanistAF	AFG	38041757	Asia
26-07-2020	26	7	2020	121	13	AfghanistAF	AFG	38041757	Asia
25-07-2020	25	7	2020	108	35	AfghanistAF	AFG	38041757	Asia
24-07-2020	24	7	2020	13	0	AfghanistAF	AFG	38041757	Asia



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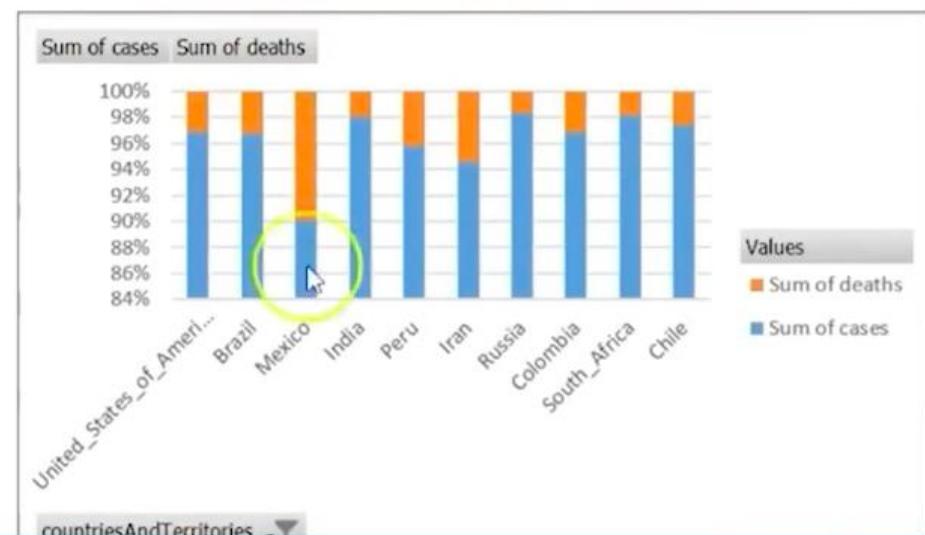
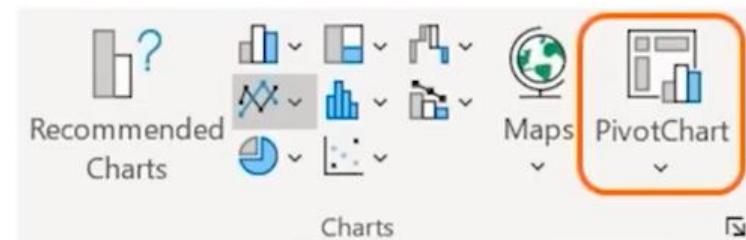
39

How do you create a pivot chart in Excel?

Create the Pivot table

Row Labels	Sum of cases	Sum of deaths
United_States_of_America	5141207	164537
Brazil	3109630	103026
Mexico	492522	53929
India	2329638	46091
Peru	489680	21501
Iran	331189	18800
Russia	897599	15131
Colombia	410453	13475
South_Africa	566109	10751
Chile	376616	10178
Grand Total	14144643	457419

Go to the Insert tab, and select Pivot Chart



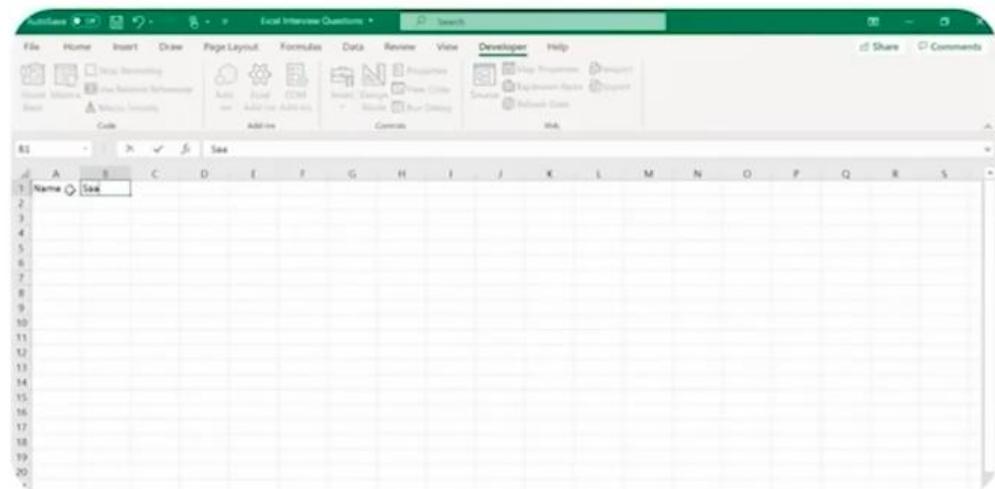
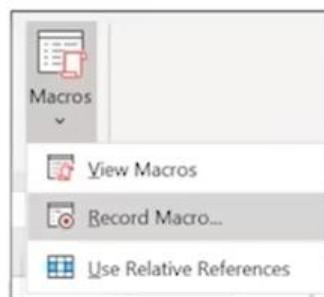
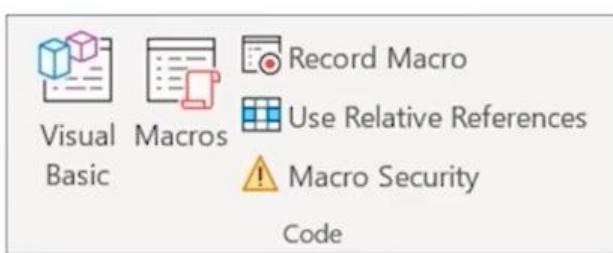
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What are macros in Excel? Create a macro to automate a task

Macros is a program that resides within the Excel file.
It used to automate tasks in Excel

To record a macro, you can either go to the **Developer tab** and click on **Record Macro** or you access it from the **View tab**



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How does What-If analysis work in Excel?

What-If analysis in Excel is a powerful tool to perform complex mathematical calculations, experiment with data, and try out different scenarios.

Go to the **Data tab** and click on **What-If Analysis** under **Forecast**



1. Goal Seek: Reverse calculations
2. Data Table: Sensitivity analysis
3. Scenario Manager: Comparison of scenarios

What is the difference between a function and a subroutine in VBA?

Functions	Subroutines
A function always returns a value of the task it is performing	Subroutine does not return a value of the task it is performing
Functions are called by a variable	Subroutine can be recalled from anywhere in the program and in multiple types
Functions are used directly in spreadsheets as formulas	Subs cannot be used directly in spreadsheets as formulas
Functions can be used to perform repetitive tasks and return a value	Users must insert a value in the desired cell before getting the result of the sub

What is the difference between ThisWorkbook and ActiveWorkbook in VBA?

ThisWorkbook	ActiveWorkbook
ThisWorkbook refers to the name of the workbook where the code is actually running from	ActiveWorkbook is workbook that is currently active from the different opened workbooks

```
Sub Show_ThisWorkbook()
    MsgBox ThisWorkbook.Name
End Sub
```

```
Sub Show_ActiveWorkbook()
    MsgBox ActiveWorkbook.Name
End Sub
```

How will you pass arguments to VBA Function?

Arguments can be passed to a VBA function as a value or as a reference

By Reference

```
Function multiply(ByRef x As Integer) As Integer  
    x = x * 4  
    multiply = x  
End Function
```

By Value

```
Function multiply_val(ByVal x As Integer) As Integer  
    x = x * 3  
    multiply_val = x  
End Function
```

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How do you find the last row and column in VBA?

To find the last row

```
Sub FindingLastRow()  
  
    Dim lastRow As Long  
    lastRow = ActiveSheet.Cells.SpecialCells(xlLastCell).Row  
    MsgBox (lastRow)  
  
End Sub
```

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How do you find the last row and column in VBA?

To find the last column

```
Sub FindingLastColumn()
    Dim lastRow As Long
    lastColumn = ActiveSheet.Cells.SpecialCells(xlLastCell).Column
    MsgBox (lastColumn)
End Sub
```

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