

(ASSIGNMENT-1)

(Excel Introductions, Basic Excel Functions)

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EXCEL INTERVIEW QUESTIONS

Ques.1 What is the difference between a Workbook and a Worksheet in Excel?

Ans.1 → A workbook is the entire Excel file. It can contain multiple worksheets.
whereas A Worksheet is a single sheet (tab) inside a Workbook. Worksheets are used to enter, organise and analyze data.

Example:

Sales.xlsx → Workbook.

January, February sheets → Worksheets.

Note: One Workbook = Many Worksheets.

Ques.2 How do you create a basic formula in Excel?

Ans.2 → A formula in Excel always starts with an equal to sign (=)

You can use: Numbers, Cell References and Operators like: +, -, *, /

Example: =A1+B1

- Press Enter to get the result.
- Excel automatically recalculates when value change.

Note: Without =, Excel treats it as a 'text'.

Ques:3 Can you explain how cell referencing works in Excel?

Ans:3 → Cell Referencing means using a cell's address in a formula.

Cell Address = (column letter + Row Number)

Example := A1+A2

- It allows Excel to reuse values dynamically.
- Makes formulas flexible and efficient.

Note: If the value in the cell changes, the result updates automatically.

Ques:4 What is the purpose of the SUM function, and how do you use it?

Ans:4 → The Sum function adds numbers in a range of cells. It saves time and avoids manual addition.

SYNTAX := SUM (A1:A10)

You can also sum multiple ranges:

SYNTAX := SUM (A1:A5, B1:B5)

- It is commonly used in Sales, Marks, Expenses.

NOTE: One of the most frequently used functions in Excel.

Ques:5 How do you apply the AVERAGE function to a range of cells?

Ans:5 → The 'Average' function calculates the mean value.

SYNTAX: ~~A1:A10~~ = AVERAGE (A1:A10)

- It ignores blank cells automatically.
- Used in:
 - Marks analysis, Performance Reports, Salary Calculations.

Note: Very useful for data analysis and reporting.

Ques:6 What is the relative cell reference and how is it different from an absolute reference?

Ans:6 → Relative Cell Reference:

It changes when copied to another cell.

Example: = A1+B1.

- Absolute Cell Reference:

It does not change when copied.

Uses \$ sign.

Example: = \$A\$1 + \$B\$1

NOTE: Use Absolute Reference when a fixed value is required.
(like tax rate).

Ques. 7 How do you quickly sum a row or column of numbers?

Ans. 7 → Select the cell below a column or next to a row.

- Press Alt + = (Shortcut for Autosum)
- Excel automatically selects the range.
- Press enter to get the sum.

Note: Fastest way to calculate totals in Excel.

Ques. 8 Explain how to use the Autosum feature?

Ans. 8 → Select the cell where you want the result.

- Click Autosum (Σ) from the Home or Formulas Tab.
- Excel automatically detects the nearby numbers.
- Press Enter to confirm.
- Can be used for:
 - Sum, Average, Count, Max/Min.

NOTE: Best for quick calculations without typing formulas.

Ques. 9 How do you insert and delete rows and columns in Excel?

Ans. 9 → INSERT:

- Right Click on ~~row~~ row number or column letter.
- Click Insert.

SHORTCUT:

DELETE:

- Right Click on Row or Column.
- Click Delete.

• Insert → Ctrl + +

• Delete → Ctrl + -

NOTE: Very Useful while cleaning or restructuring data.

Ques 10 What are some common uses of Excel in a business environment?

Ans 10 → Data Entry and Record Keeping.

- Sales and Finance Analysis.
- Budgeting and Expense Tracking
- Creating Reports, Charts and Dashboards.
- Inventory and Employee Management.

NOTE : Excel is widely used because it is powerful, flexible and easy to use.