

(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 changes.

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~~ = 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.