Interview Preparation Repository - Excel

1. Which function in Excel helps in finding out how many numerical entries are there?
a) NUM
b) COUNT
c) SUM
d) CHCKNUM
ANS: - COUNT

2. A feature that displays data on a column according to specific criteria?
a) FORMULA
b) FILTER
c) SORTING
d) PIVOT
ANS: -FILTER

3. What is the use of AUTOSUM command?
a) Sum of numbers in series.
b) Sum of number's by leaving one alternate row/column.
c) Sum of no's and gives the average value.
d) None of the above.
ANS: - Sum of numbers in series.

4. What is the name of the intersection of a column and a row on worksheet?

a) Column
b) Value
c) Address
d) Cell
ANS: - Cell

5. What type of chart is useful in comparing values versus categories?
a) Pie Chart
b) Column Chart
c) Bar Chart
d) Stacked Column Chart
ANS: - Column Chart

9. What function displays row data in a column or column data in a row?

a) Reverse
b) Transpose
c) Inverse
d) Transfer

ANS: - Transpose

10. How are data organized in Excel spreadsheet?

a) Rows and Columns
b) Lines and Spaces
c) Height and width
d) Only Rows

ANS: - Rows and Columns

11. A function inside another function is called?

a) Nested Function
b) Round Function
c) Stacked Function
d) Class function

ANS: - Nested Function

12. Which of the following functions cannot be used to edit the content of a cell?

a) Pressing Shift key
b) Pressing Esc key
c) Double-Clicking the cell
d) Clicking the Formula Bar

ANS: - Pressing Esc Key

13. To copy cell contents using drag and drop, press the

a) End key
b) Shift Key
c) Esc key
d) Ctrl Key

ANS: -   Ctrl Key

14. What is the use of AUTOFILL feature?
a) Extends a sequential series of data.
b) Automatically adds a range of cell values
c) Applies a border around selected cell
d) All of the above
ANS: - All of the above

15. Which is used to filter Dates by Years, Months, Quarters and Days?
a) Slicer
b) Date Filter
c) Filter
d) Timeline
ANS: - Timeline

16. Can we find the number of duplicates in a range using COUNTIF () function?
a) True
b) False
ANS: - True

17. An Excel workbook is a collection of?
a) Worksheets
b) Workbooks
c) Charts
d) Worksheets and Charts
ANS: - Worksheets and charts.

18. Excel files have a default extension of?
a) Xls
b) Xlsx
c) Excel
d) Xlx
 ANS: -   Xlsx

19. How can we use format painter multiple times before it turns it off?
a) Pressing the Ctrl key & clicking the format painter
b) Pressing the shift key & clicking the format painter
c) Double-click the format painter
d) Format painter can't be used multiple times at once
ANS: - Double –click on the format painter icon

20. Why Excel file is called as worksheet?
a) It contains Text and Data.
b) Modifying options
c) It contains many sheets, including worksheets and charts
d) It contains a limited number of worksheets and charts
ANS: - It contains many sheets, including worksheets and charts

21. Which of the following is not the valid data type in Excel?
a) Number
b) Label
c) Character
d) Date, Time
ANS: - Character

22. Which of the following methods cannot be used to edit the content in a cell?
 a) Pressing Alt Key
b) Clicking the formula bar
c) Pressing Enter key
d) Double-clicking the cell
ANS: -Pressing Alt Key

23.You can select a single range of cells by
a) Shift key + Arrow key
b) Ctl Key + Arrow Key
c) Ctrl Key while Dragging over the cell
d) Dragging over the corresponding cells
ANS: - Dragging over the corresponding cells

24. Comments can be added to the cells using
a) Edit > Comments
b) Insert > Comments
c) File > Comments
d) View > Comments
 ANS: - Insert > comments

25. Which formula is referred to as Absolute cell reference?
a) !A!1
b) $A%1
c) A1
d) &A&1
ANS: - A1

26. The Greater than sign (>) is an example of which operator?
a) Arithmetic
b) Logical
c) Conditional
d) Greater
ANS: - Logical

27. Which of the following formula is incorrect?
 a) =14+3
 b) -A1+10
 c) =B1+B2
 d) =B1+10
ANS: - -A1+10

28. Which of the following formula will excel not be able to calculate?
a) =SUM (A1:A5)-B1
b) =SUM (A1:A5) *2
c) =SUM (A1:A13)/ (10-4)
d) =SUM(Sales)-B1
ANS: - =SUM(Sales)-B1

29. Which of the following is not an example of a value?

a) 350
b) Jan 10, 2021
c) 0.5
d) Serial Number 102
ANS: - Serial Number 102

30. Getting data from a cell located in a different sheet is called?

a) Referencing

b) Accessing

c) Updating

d) Functioning

ANS: - Referencing

31. What is the purpose of Tab Scrolling button?

a) Allows to view a different worksheet

b) Allows to view an additional worksheet in rows wise

c) Allows to view an additional worksheet in column wise

d) Allows viewing additional sheets tabs

ANS: - Allows viewing additional sheets tabs

32. Concatenation of a string can be done using

a) '

b) !

c) #

d) &

ANS: - &

33. Data can be arranged in Excel worksheet using?

a) Auto Formatting

b) Applying Styles

c) Changing fonts

d) All the above

ANS: - All the above

34. The Auto Calculate feature

a) Can only add values in a range of cells

b) Provides a quick way to view the Arithmetic operation result on a range of cells

c) Creates formula automatically and add it into cells

d) None of the Above

ANS: - Provides a quick way to view the Arithmetic operation result on a range of cells

35. Which feature in Excel quickly completes a series of data?
a) Auto Complete
b) Auto Fill
c) Fill Handle
d) Sorting
ANS: -Auto Fill

36. The process of arranging the column items in some sequence is known as?
a) Filtering
b) Sorting
c) Order
d) Range
ANS: -Sorting

37. What type of chart is good for a single series of data?
a) Column Chart
b) Pie Chart
c) Bar Chart
d) Tree map
ANS: - Bar Chart

38. How many worksheets are there, by default when we create a new Excel file?
a) 1
b) 2
c) 3
d) 4
ANS: - 3

39. In Excel which one denoted a range from A2 to A7?
a) A2-A7
b) A2, A7
c) A2:A7
d) A2; A7
ANS: - A2:A7

40. Merge cells option can be applied from?
a) Format Cells dialog box Alignment Tab
b) Formatting toolbar
c) Both of A And B
d) None of the Above
ANS: - Format cells dialog box alignment tab

41. When you insert an Excel file into a Word document, the data are
a) Hyperlinked
b) Placed in a word table
c) Linked
d) Embedded
ANS: - Linked

42. You can set page border in Excel from
a) From border tab in format cells dialog box
b) From border tool in format toolbar
c) From line style in format section
d) Not possible to set page border
ANS: - From border tab in format cells dialog box

43. Which of the following format you can decide to apply or not in Auto Format dialog box?
a) Number format
b) Border format
c) Font format
d) All the Above
ANS: - All of the above

44. Which of the following option can check the conditions against __ when applying conditional formatting?
a) Cell value
b) Formula
c) Both A and B
d) We can't check the conditions
ANS: - Both A and B

45. You can use the formula palette to
a) Format cells containing number
b) Create and edit formula containing functions
c) Enter assumptions data
d) Copy a range of cells
ANS: - Create and edit formula containing functions

46. How to join some cells and place the content at the middle of the joined cell?
a) From Format Cells dialog box click on Merge Cells check box
b) From Format Cells dialog box select the Centered alignment
c) From Format Cells dialog box choose to merge and Center check box
d) Click on Merge and Center tool on formatting toolbar
ANS: - Click on Merge and Center tool on formatting toolbar

47.The Name boxes on to the left of the formula bar
a) Shows the name of workbook currently working on
b) Shows the name of worksheet currently working on
c) Shows the name of cell or range currently working on
d) None of the above
ANS: - Shows the name of cell or range currently working on

48. Which of the following cannot be a sheet in workbook?
a) Work Sheet
b) Data Sheet
c) Macro Sheet
d) Chart Sheet
ANS: - Data Sheet

49. Which of the following Excel screen components can NOT be turned on or off?
a) Formula Bar
b) Status Bar
c) Tool Bar
d) None of Above
ANS: - None of the above

50. Which command will you choose to convert a column of data into row?
a) Cut and Paste
b) Paste Special > Transpose
c) Paste Special > Reverse
d) None of Above
ANS: - Paste Special > Transpose

51) Which of the property controller tells the order they receive the focus find when the tab key is pressed during run time?

a) Focus Order
b) Focus Number
c) Tab Index
d) Control Order
ANS: - Tab Index

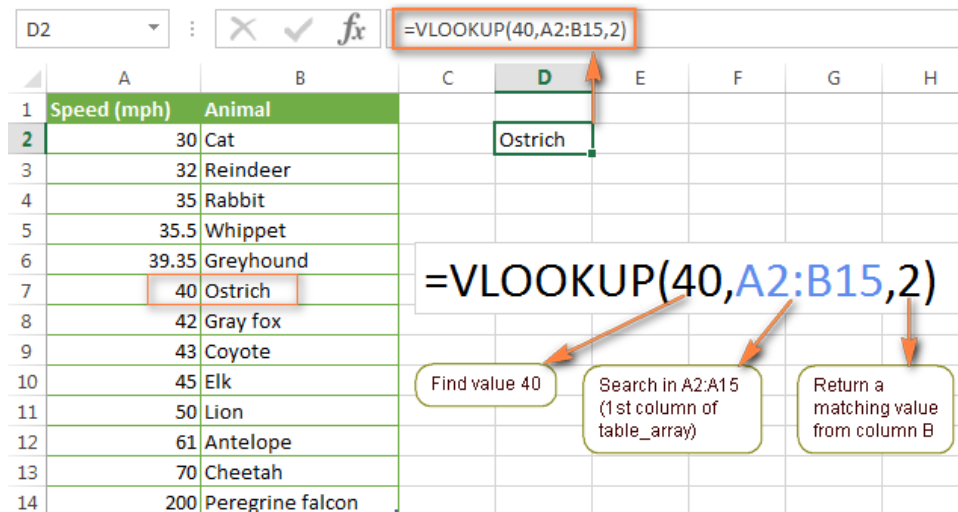52) A Function may return up to two values?

a) True
b) False
ANS: - True

53) Which of the following is a valid Visual Basic conditional statement?

a)2<n<5
b)2<n or <5
c)2<n or 5
d) (2 <n) or (n<5)
 ANS:- (2 <n) or (n<5)

54) What is VLOOKUP?

Ans. VLOOKUP stands for 'Vertical Lookup'. It is a function that makes Excel search for a certain value in a column (or the 'table array'), in order to return a value from a different column in the same row.

55)What is a Pivot Table, and What are the Different Sections of a Pivot Table?

Ans. A Pivot Table is used to summarize, sort, reorganize, group, count, total or average data stored in a table. It allows us to transform columns into rows and rows into columns. It allows grouping by any field (column) and using advanced calculations on them.

A Pivot table is made up of four different sections:

- Values Area: Values are reported in this area
- Rows Area: The headings which are present on the left of the values.
- Column Area: The headings at the top of the values area make the columns area.
- Filter Area: This is an optional filter used to drill down in the data set.

Pivot Table Summary Data

56) What is Conditional Formatting? How can it be used?

Ans. A conditional format changes the appearance of cells based on conditions that you specify. If the conditions are true, the cell range is formatted; if the conditions are false, the cell range is not formatted.

57) What is the difference between COUNT, COUNTA, COUNTBLANK, and COUNTIF in Excel?

- COUNT function returns the count of numeric cells in a range.
- COUNTA function counts the non-blank cells in a range.
- COUNTBLANK function gives the count of blank cells in a range.
- COUNTIF function returns the count of values by checking a given condition.

58) How do you make a dropdown list in MS Excel?

- First, click on the Data tab that is present in the ribbon.

- Under the Data Tools group, select Data Validation.

- Then navigate to Settings > Allow > List.

- Select the source you want to provide as a list array.

59) What function is used to find the day of the week for a particular date value?
Ans. The get the day of the week, you can use the WEEKDAY () function.

	A	B
1	Date	Day of Week
2	17-12-2021	=WEEKDAY(A2)

The above function will return 6 as the result, i.e., 17th December is a Saturday.

60)How does the AND () function work in Excel?
Ans. AND () is a logical function that checks multiple conditions and returns TRUE or FALSE

based on whether the conditions are met.

Syntax: AND (logica1, [logical2], [logical3] ....)

In the below example, we are checking if the marks are greater than 45. The result will be

true if the mark is >45, else it will be false.

Marks	Result
50	=AND(B3>45)
45	FALSE
67	TRUE
73	TRUE
33	FALSE
39	FALSE

61)What function would you use to get the current date and time in Excel?
Ans. In Excel, you can use the TODAY () and NOW () function to get the current date and time.
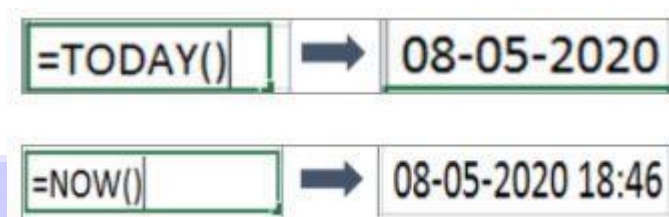
62) Mention the order of operations used in Excel while evaluating formulas.
Ans. The order of operations in Excel is referred to as PEDMAS. Shown below is the order of precedence while performing an Excel operation.

- Parentheses
- Exponentiation
- Division/Multiplication
- Addition
- Subtraction

As seen above, first, the data in the parentheses is operated, followed by the exponentiation operation. After that, it can be either the division or multiplication operations. The result is then added and finally subtracted to give the final result.
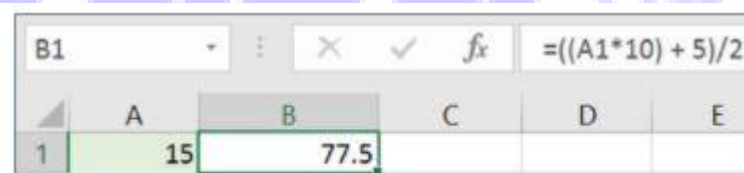
63)How will you write the formula for the following?
- Multiply the value in cell A1 by 10, add the result by 5, and divide it by 2.
Ans. To write a formula for the above-stated question, we have to follow the PEDMAS

Precedence. The correct answer is ((A1*10) +5)/2.

Answers such as =A1*10+5/2 and =(A1*10) +5/2 are not correct. We must put parentheses

brackets after a particular operation.

The output will look like this:

64)How can we merge multiple cells text strings in a cell?
Ans. To merge text strings present in multiple cells into one cell, you can use the
CONCATENATE().

In Excel, the IF() function performs a logical test. It returns a value if the test evaluates to

true and another value if the test result is false. It returns the value depending on whether

the condition is valid for the entire selected range.

66)How do we use the SUMIF () function in Excel?
The SUMIF () function adds the cell values specified by a given condition or criteria. Given

below is an example of the sumif function.

C6		▾	⋮	✕	✓	*fx*	=SUMIF(A2:A5,C2,B2:B5)	
◢	A	B	C	D	E	F		
1	Year	Cost	Criteria					
2	2010	10	2010					
3	1999	20						
4	2005	30						
5	2010	40						
6			50					

As seen above, the costs corresponding to the years 2010 are added as per the given

criteria.

67)Define Excel Charts.

Ans. A chart in Excel is a feature that allows you to display data through a range of visually intuitive graphs. These charts and graphs can make it easier and quicker to comprehend data compared to just looking at the numbers on the worksheet. Available charts on Excel include:

- Bar graphs
- Line graphs
- Pie charts
- Area graph
- Scatter graphs
- Surface graphs
- Doughnut graphs
- Radar charts

68)What Is a Macro in Excel?

Examples of Excel Macros
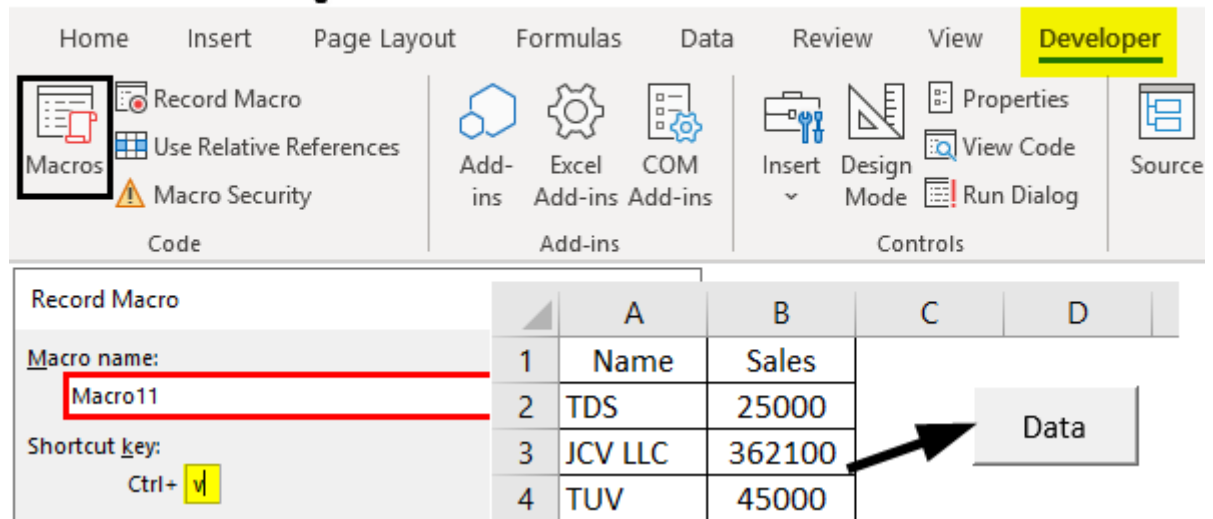
Ans. A macro is a sequence of performable actions in Excel which have been recorded, saved, and named for easy use in the future.
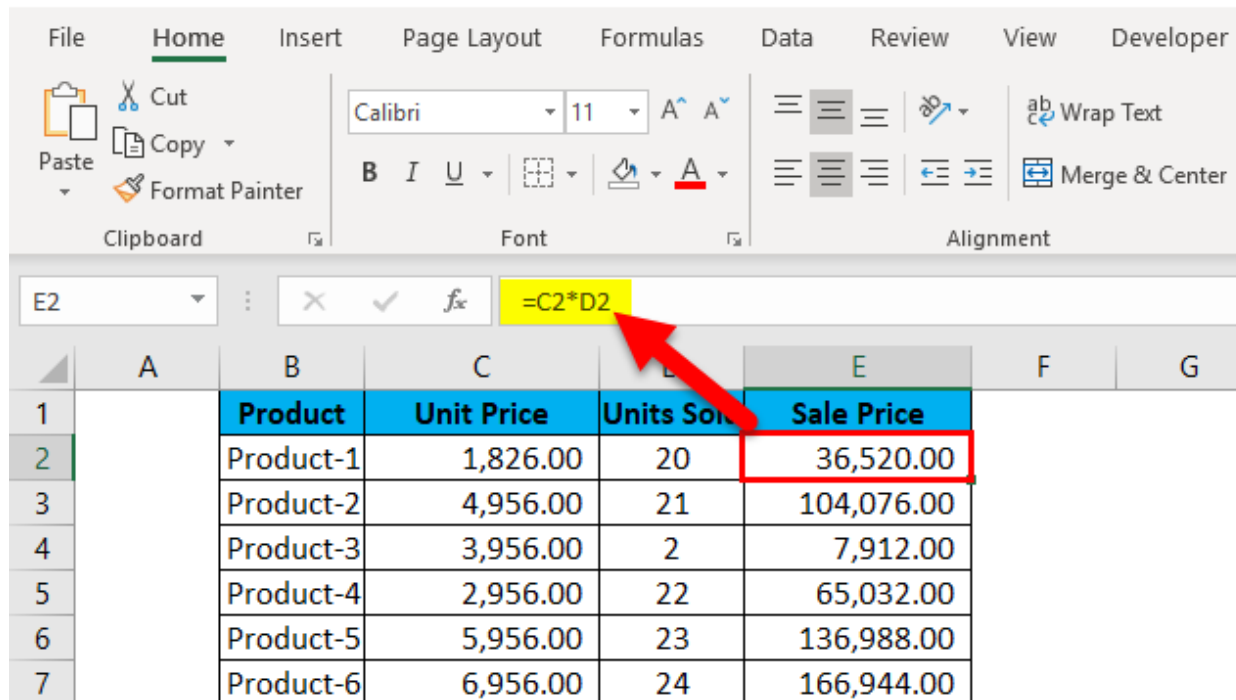
A macro can then be called on whenever necessary to complete the sequence of actions without the user having to type each step manually. This saves valuable time and effort when performing repetitive tasks with larger sets of data.

69)How Do You Apply a Single Format to All the Sheets in a Workbook?
Ans. Formatting will automatically be copied to all selected sheets, so to apply a single format to all the sheets in a workbook, simply hold down Ctrl (or Cmd on Mac) to select every sheet. Only formatting edits will be copied over, not data.

70)What Is a Cell Relative Address?

Relative Reference in Excel

A relative cell address (or relative cell reference) is a cell address within a formula that does not include a $ symbol before the row number or column letter.

This means that when the formula is copied one column over, the cell addresses will change accordingly. The formula will calculate relative to its position, rather than displaying the calculation from the original position.

71)Define a Chart in Excel.

Ans. A chart is a visual representation of data that is intuitive and easy to comprehend. They are used to highlight relationships, patterns, similarities, and differences between data points, rather than display the precise values.

72)What Is an Excel Drop-Down List?

Ans. A drop-down list allows the creator of a spreadsheet to control the data inputted into certain cells. In other words, when the creator only wants one of four predetermined options to be used, instead of relying on users to adhere to this, they can ensure it is adhered to by having the users click an option from a drop-down list instead of manually typing it.

73)What Are the Perks of Using the Excel SHEET Formula?

Ans. When working on a workbook with lots of data and multiple sheets, the SHEET function can help the user search for particular segments of data. When a cell reference, named range, or Excel Table is entered as the value, the SHEET function will return the index number of the sheet that contains this value.

Excel includes hidden sheets in its numbering sequence. If a table named 'Profits1' is on the tenth sheet, the SHEET function will return 10. The formula will look like this: =SHEET(Profits1).

Running the SHEET function without a value will return the index number of the current sheet (i.e the sheet in which the formula is written). There is also a similarly named function SHEETS—this function returns the number of sheets in a workbook.

74)How Do You Use the Name Box Function?

Ans. The Name Box is an input box above the Excel sheet, to the left of the formula bar. It's default mode displays the address of the currently selected cell, but it has other uses too.

Firstly, the Name Box can be used to quickly select a specific cell or range of cells: typing in a cell reference like G8 will automatically select the cell G8, and typing in a range of cells like G8:G30 will select all cells within that range.

Secondly, the Name Box can be used to create a named range and then used as a drop-down menu to navigate between named ranges.

75)If You Don't Want to Change the Cell Addresses as They Are Copied, What Do You Do?

Ans. To make sure cell addresses do not change relative to where they are copied, add a $ before both the row number and column letter to create an absolute reference (e.g. A5).

An absolute reference will not change under any circumstances, so it can be copied anyway and stay exactly the same. You can use this feature if, for example, you want to display the outcome of a calculation in multiple places, like gathering the end profits for each month in their own separate table.

76) Write the Formula for the Following Statement: Multiply by 10 the Value in Cell A1, add 5 to the Result, and Then Divide by 2.

Ans. This answer is: =(A1*10+5)/2

The contents of parentheses are always dealt with first, and multiplication is always dealt with before addition, meaning the formula will first multiply A1 by 10, then add 5, and finally divide by 2.

77)Is It Possible to Use Multiple Data Sources to Render PivotTables?

Ans. Yes, data can be imported from a variety of sources by accessing the Data tab and clicking Get External Data > From Other Sources. Excel worksheet data, data feeds, text files, and other such data formats can be imported, but you'll need to create relationships between the imported tables and those in your worksheet before using them to create a pivot table.

78)How Do You Build Named Ranges?

Ans. Building named ranges can make formulas both quicker and more intuitive to write. For instance, instead of manually inputting the cell references of a given column (i.e., A1:A50), you can instead give that entire range of cells a contextually appropriate name (i.e., Profits).

So instead of =SUM (A1:A50), you can write =SUM(PROFITS). A named range is most often named for the heading of a certain column or row of data. Creating a named range can be done in three different ways. The first is simply using the Name Box.

Select the range of data you wish to name, and type the name into the Name Box to complete the process. A named range created in this way will apply to the whole workbook.

To designate a specific worksheet, you must instead use the Define Name method. Again, select the range of data you intend to name, and this time go to the Formulas tab and click Define Name. This will bring up a dialogue box in which you can name your range and specify a scope (the entire workbook or a particular worksheet).

The third option is most suited to creating multiple named ranges at once and creating the names from column and row headers. First, select all of the data you wish to create names for, as well as all of their headers.

You then need to open a dialogue box by going to the Formulas tab and clicking Create from Selection. You will then be able to indicate which rows or columns contain the intended names (i.e., the top row). When you click OK, ranged names will be created for all the selected data simultaneously.

79)How Do You Hyperlink in Excel?
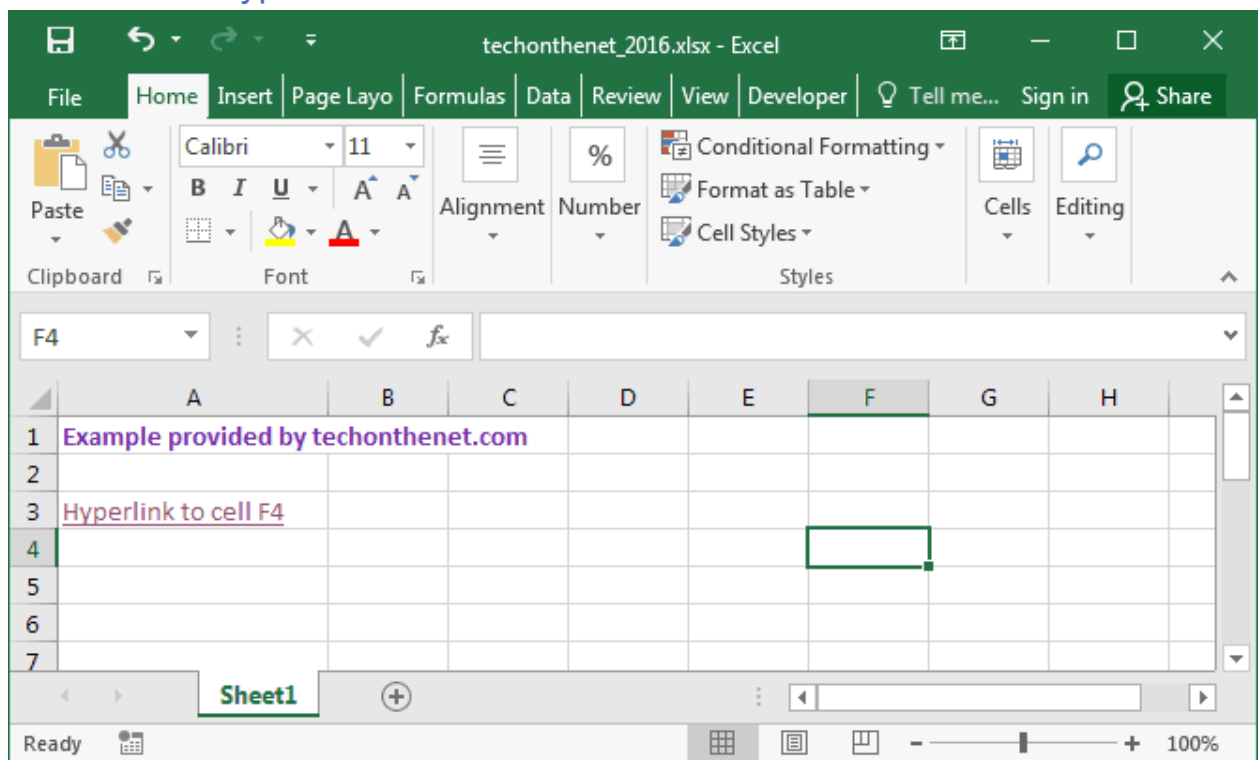
Ans. To create a link in Excel, select the element you wish to use as the anchor (this can be a cell or an object like a picture). You can then either select Link from the Insert tab, right-click and select Link on the menu, or press Ctrl+K.

This will bring up a variety of options that will allow you to indicate what kind of content you would like to link to, such as a file, a web page, a specific location, or an email address.

80)How Do You Use VLOOKUP?

Ans. The VLOOKUP syntax is composed of the lookup value, the range of data in which the lookup value is located, and the column number within this range that contains the desired return value. You can also specify whether you want an approximate match or an exact match to be returned, but this step is optional.

In other words, you must first indicate the cell reference of the value you would like to search for. Next, indicate the range of data you would like to search for (this will often be the entire table). You can then specify the column that contains the information you seek and input it as a number (the right-most column selected will be column 1).

To indicate whether the return value should be approximate or exact, finish the formula with TRUE (for approximate) or FALSE (for exact). An example formula would look like this: =VLOOKUP(A7,A1:E10,5,FALSE).

81)What Is the Default Value of the Last Parameter of VLOOKUP?

Ans. If the last parameter is not specified via TRUE or FALSE, the return value will default to TRUE (approximate), and show an approximate match for your request.

82)What Is the Main Limitation of the VLOOKUP Function?

Ans. The VLOOKUP function can only move in one direction, from left to right. Therefore, the information you wish to seek out must be located in a column to the right of the lookup value's location.

In newer versions of Excel, a successor to VLOOKUP has been added, called XLOOKUP. This new function works in any direction and defaults to exact matches rather than approximate. At some point in the future, XLOOKUP will completely replace VLOOKUP, but this will not happen until the majority of users have moved away from using older versions of Excel.

83)Does VLOOKUP Look Up Case-Sensitive Values?

Ans. VLOOKUP is not case-sensitive, and will always return the first value of the match irrespective of the case. In other words, the name Apgar and the acronym APGAR would be viewed as the same by VLOOKUP.

It is, however, possible to manipulate VLOOKUP into returning case-sensitive values by using a helper column.

84)How Do You Refresh a PivotTable?

Ans. To refresh a pivot table, you can:

1. Click the pivot table, select Analyze, and then select Refresh from the pivot table tools menu.
2. Right-click the pivot table and select Refresh.
3. Use the keyboard shortcut Alt+F5.

You can also refresh all pivot tables within a workbook at once by selecting the arrow underneath the Refresh button in the pivot table tools menu, and select Refresh All.

85)What Is a Dashboard in Excel?

Ans. Dashboards are a feature of Excel used to simplify and condense the presentation of data. Their purpose is to display large amounts of data on one page in a format that is easy to view and comprehend, so multiple factors can be quickly considered during the decision-making process.

Dashboards achieve this by making use of various charts, graphs, gauges, and figures that display data in an intuitive way to facilitate the thorough analysis of large sets of data.

As an example, a dashboard could use a variety of charts and graphs to display the overall sales, money spent per sale, type of customer, and most popular product for a department store. Having all of this information in one place would allow the store executives to easily correlate the data and pick the most opportune times to run limited sales on certain items.

86)What Are Comments in Excel?

Ans. Comments are notes that are tied to a specific cell. When a comment has been added to a cell, it will be signaled by a red triangle in the top right corner of the cell, and the comment will be displayed when the cell is scrolled over.

87)What Are Macro Languages in Excel?

Ans. Macros for Excel are written in VBA (Visual Basic for Applications). You can use VBA to manually type out actions for a macro yourself, or you can "record" actions using the Macro Recorder in Excel, and the software will convert these to VBA code for you.

88)What Is the Most Common Error Message in Excel?

Ans. The most common error message in Excel is the #### error message, which is displayed when a cell is not large enough to display all the data that has been inputted into it. To solve this error message, simply drag the cell to increase its width or depth.

89)What Are the Different Sections of a PivotTable?

- Rows
- Columns
- Values
- Report Filter

90)What Are Two Ways to Extract Unique Values in Excel?

Ans. Excel can extract unique values by temporarily filtering out duplicates, or by permanently deleting duplicates.

The first can be achieved by selecting the desired range of data and navigating to Data > Sort & Filter > Advanced. To permanently delete duplicate values and create a list of unique values only, click Data > Data Tools > Remove Duplicates.

91)How Do You Find Duplicates in a Column?

Ans. To find but not delete duplicates in a column, select the target range of data and navigate to the Style group on the home tab and click the arrow next to Conditional Formatting. You will then be able to choose Highlight Cell Rules, Duplicate Values, and enter the values you wish to find duplicates of. This will highlight duplicates of the values you entered.

92)How Do You Insert a Drop-Down?

Ans. To create a drop-down menu in Excel, simply select the cells you wish to contain the lists and click Data Validation in the Data tab. A dialogue box will appear where you can select the type of input these cells are 'allowed' to receive. Choose "List" and enter the options for your drop-down menu (separated by commas, no spaces) in the Source box.

## 93)How Do You Calculate the Sum Values Based on a Certain Condition?

Ans. To sum values that meet a single criterion, use the SUMIF function. To specify multiple criteria, you'll need to use the SUMIFS function. To use this function, you'll need to contrast a formula that specifies:

- The range of cells you want to sum.
- The range of cells you want to test against the first criteria.
- The first criteria.
- Additional ranges and criteria (up to 127 pairs).

94)How Do You Create Cross-Tabulation in Excel?

Ans. The product of the pivot table feature in Excel is often referred to in other software as a contingency table or cross-tabulation. To create a "crosstab," use the PivotTable option on the Insert tab.

95)What Is an Excel Array Formula?
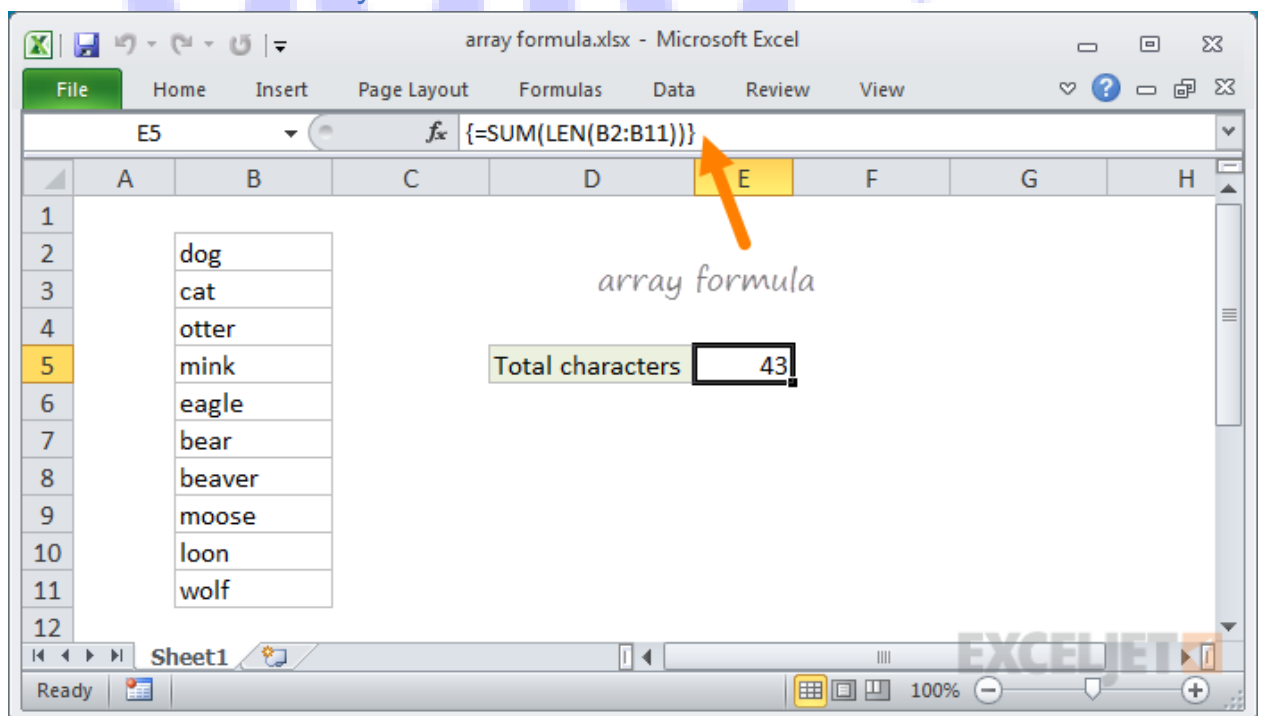
Ans. With an array, a user can perform multiple calculations on multiple items using just one formula. For instance, if you want to multiply A1 by B1, A2 by B2, A3 by B3, and so on, instead of writing a formula for each calculation, you can write =A1:A10*B1:B10 in cell C1, and the results for each calculation will spill down the C column.

This is called a multi-cell array, as the results will be stored in multiple cells. You can also create a single-cell array if, for example, you wanted to sum the entirety of the values calculated by the above array.

This would look like: =SUM (A1:A10*B1:B10) and return a single value calculated by adding the results of all ten multiplications together.

96)How Do You Extract the First Name from a Full Name?

Ans. There are two methods that can help extract the first name from a full name. The first involves using the FIND and LEFT functions. The FIND function can find the delimiter that separates the first name from the last name. This would most commonly be a space, but also be a comma or any other symbol.

The FIND function will return the numerical location of this target (with the first character of the text being 1). The LEFT function can then extract the number of characters specified by the FIND function from the beginning of the text (i.e., the left).

However, the value returned by FIND will include the space itself, so we need to subtract 1 from the value in order to find the actual ending point of the first name. The formula would look like this: =LEFT (A1, FIND ("", A1)-1).

The second method would separate the first names and last names and deposit them into separate new columns, using the Text to Columns feature found in the Data tab. The Text to Columns dialogue box will allow you to select the delimiter separating each field (e.g., space) and show you a preview of the result. The last step will allow you to choose where you want the result to be displayed.

97)How Do the INDEX and MATCH Functions Work?

Ans. The MATCH function returns the position of a cell in a row or column based on its value and the INDEX function will return the value of a cell based on the cell reference.

## 98)How Do the INDEX and MATCH Functions Work Together?

Ans. You can use two MATCH functions within an INDEX formula to specify a cell reference and return the value of that cell. The dynamic formula will return the corresponding data of any two MATCH values you input.

For example, if you have a table detailing the price per unit and the number of units sold for a variety of products, you can use the match index function to return a specific piece of information about a specific product.

99)What Is Conditional Formatting? How Can It Be Used?

Ans. Conditional formatting will apply various formatting types onto cells based on specified conditions. For instance, it can be used to apply a highlight to any duplicate cells, or cells with a numeric value under 5.

100)What Is the Ribbon in Excel?
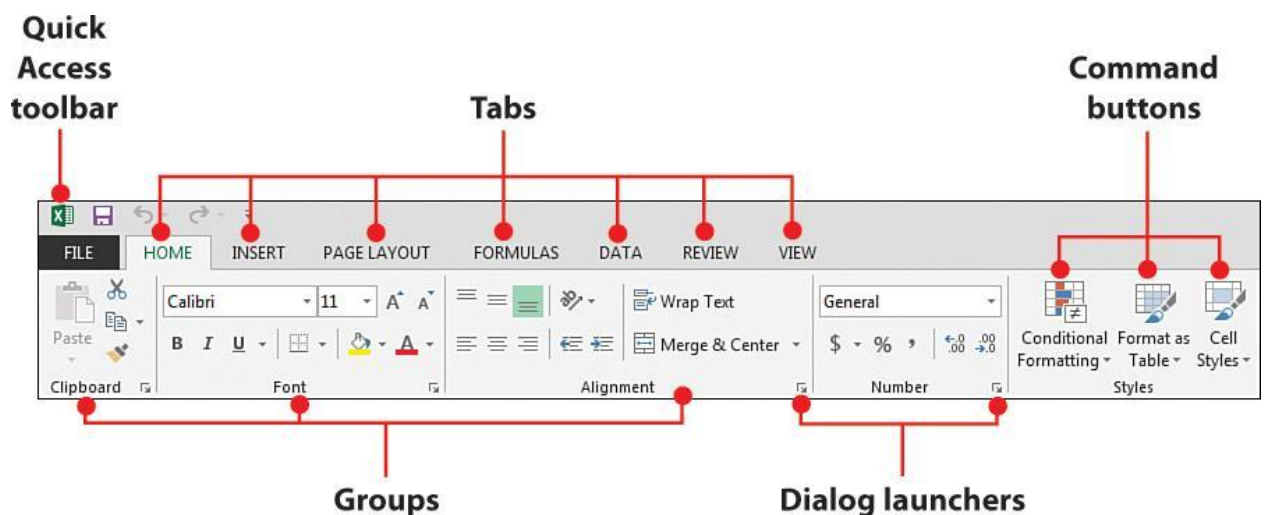
Ans. The ribbon refers to the set of menus near the top of the window which contains various tabs and features.

101)How Do You Clear Formatting in Excel Without Removing the Cell Content?

Ans. Select the cells from which you wish to remove all formatting and click the home tab. From here, open the drop menu from the Clear button from the Editing section of the tab. Click Clear Formats. The keyboard command is Alt+E+A+F.

102)How Do You AutoFit Column Width in Excel?

Ans. Select the columns you wish to edit and click Format within the Cells section of the home tab. Under Cell Size, select AutoFit Column Width. They will automatically fit the width of the cells to the contents of the cell.

103)What Are Freeze Panes in Excel?

Ans. Freeze Panes allow the user to lock certain rows or columns in place so they remain visible as the worksheet is navigated. For instance, for a table with hundreds of rows, the first row containing the headers can be frozen so it remains visible as the user scrolls down the table.

104)How Many Data Formats Are Available in Excel?

Ans. There are six data formats available in Excel:

- Excel workbook: .xlsx
- Excel macro-enabled workbook: .xlsm
- Excel binary workbook: .xlsb
- Template: .xltx
- Template (code): .xltm
- XML data: .xml

105)How can you break the long text into many lines with in the cell?

Microsoft Excel can wrap text so it appears on multiple lines in a cell. We can format the cell so the text wraps automatically, or enter a manual line break.
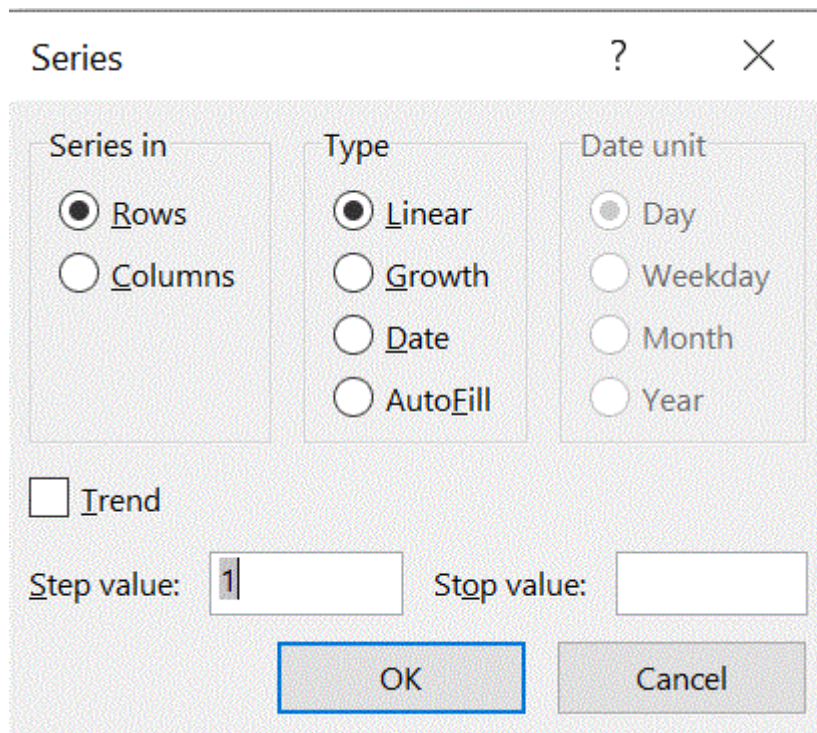On the Home tab, in the Alignment group, click Wrap Text.

106)What is Cell tip?

Comments put in cells are called cell tip

107) Which series type is not valid for Fill Series dialog box?

Ans. Time series type is not valid for Fill Series dialog box in excel.

108) The command Edit > Fill Across Worksheet is active only when

Ans. Click the Fill button in the Editing group, and then click Across Worksheet a command only appears when we have multiple worksheets selected.

109)What is the use of formula palette?

Ans. Formula palette is used to create and edit formula.
It is also possible to type a function directly into a cell, however, as there are over 300 functions built into Microsoft Excel, some of which are quite complex, Excel provides the Formula Palette to simplify the process.

110)What is VBA?

Ans. VBA was known as Visual Basic for Applications, an event-driven programming language from the Microsoft. It is now predominantly used with the Microsoft Office applications such as MS Excel, MS-Word, and MS-Access.

111) What is Default in VBA?

Ans. You can pass arguments to a procedure (function or sub) by reference or by value. By default, Excel VBA passes arguments by reference.

112)Which among the VBA windows shows the code of the active object?

Ans. VBA - VBA stands for Virtual Basics for application which is a programming language developed by Microsoft. It is used by business organizations to perform financial analysis. VBA can be used in many software's specially in the Microsoft Office such as MS Excel, MS Word, MS Access.

The VBA windows which show the code of the active object is termed as Code windows.

113) What is event procedure?

Ans. An Event Procedure is a Sub procedure that you write, according to the specification of the event, that is called automatically by Excel when an event occurs. For example, a Worksheet object has an event named Change.

114)What is context menu in excel?

Ans. This is the menu that you see when you right click on a worksheet cell or selection. The screenshot below is from the Excel 2010 Cell menu.

115) Can we hide the ribbon in excel?

Ans. Yes, we can hide the excel ribbon by pressing Ctrl+F1.

116) What is Excel Macro and why do we use it?

Ans. Excel Macro is a program or set of instructions that is written or recorded to perform some tasks.

It helps user to automate some repetitive and lengthy task that is done on a regular basis.

117) What is absolute reference and relative reference in excel formula?

Ans. Relative cell references are default in excel, means the references change dynamically when they are copied and pasted in different places. e.g., if a formula with reference to cell A1 is copied and pasted one row down and two columns right, the new reference will point to cell C2.

However, absolute cell references do not change when we copy the formula and paste them in any cell.

They will have dollar sign "$" in the reference. if a formula that refers to A1 is copied and pasted one row down and one two columns right, the new reference will still point to cell A1 as both the row and column are locked. If a reference to cell $A1 is copied and pasted one row down and two columns to the right, the new reference will point to cell C2 — only the row number will change, because the column letter is locked by dollar sign.

118) Define worksheets and how do you add or remove worksheets in excel?

Ans. A worksheet is a single page or sheet within a workbook in Excel also known as tab. When you start a new blank workbook, Excel automatically adds three blank worksheets.

To add a worksheet to the workbook you can click the insert worksheet tab at the bottom of the workbook. You can also insert a sheet using the SHIFT key and then pressing F11.

119) What does a red triangle at the top right of a cell denotes?

Ans. A red triangle in the cell indicates the comment associated with the cell. If you place mouse on it, it will show the comment.

120)What are comments, how do you add comments to a cell?

Ans. Comments are added to any cell to provide any additional information; they are used for a variety of reasons. You can add comments to a cell to clarify the purpose of the cell, to clarify a formula used in the cell, or to leaves notes for other users about a cell.

To add a comment to a cell, right click on the cell and choose insert comment from the cell menu. Type your comment in the comment area provided. A red triangle at the top right-hand corner of a cell indicates that there is a comment linked to that particular cell. To remove a comment from a cell, right lick the cell and then select delete comment from the cell menu.

121) By default, Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

Ans. Right click on Sheet Tab of third sheet and choose Delete from menu

122) How do you enter the current date and time in a cell?

Ans. =NOW() function will give us current date and time. If we just want to enter current time, use keyboard shortcut Ctrl+Shift+semicolon key.

Press Ctrl+Semicolon to enter current date in a cell in excel.

123) Find day of the week for a particular date?

Ans. We could use the Weekday function in excel to calculate day of the week. Example: In cell A1, we have entered today's date and we want to return the weekday counting from Sunday. Steps to Follow

Enter the formula in Cell B1 WEEKDAY(A1,1), second argument (1) determines to what day excel will assign the value, press Enter. Formula will return 3, it means today is 3rd day of the week.

124) Explain the difference between function and formula in MS-Excel?

Ans. Function-A function is a standalone piece of code designed to calculate specific values and are used inside formulas.

Formula-A formula may be a function or combination of functions written by the user to be calculated.