Assignment Code: DA-AG-019

Excel Part 1 | **Assignment**

Name: Dibyojyoti Dutta
Email-Id:- dduttaoffice184@gmail.com
Assignment Name:- Excel Part 1
Drive Link:-N/A
Github Link:- Link

Total Marks: 200

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

Answer:

Paste: Directly inserts everything (values, formulas, formatting, etc.)

Paste Special: Lets us choose what to paste (only values, only formatting, formulas, etc.).

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

Answer:

Freeze Panes: Keeps rows/columns visible when scrolling.

Split Panes: Divides the worksheet window into separate scrollable areas.

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 once?

Answer:

Inserting a row adds a new horizontal line; data below shifts down.

Inserting a column adds a new vertical section; data to the right shifts right.

Yes, To insert multiple rows/columns, select multiple row numbers/column letters before right-clicking 'Insert'.

Question 4: What are logical functions in Excel? Provide examples of at least two logical functions and their applications.

Answer:

We define logical functions as those that allow us to test data and return results depending on conditions.

Examples are:

IF Function: =IF(A2>=40, "Pass", "Fail")
We use this to check if a student's score is 40 or greater.

AND Function: =AND(A2>=40, B2="Yes")
We use this to return TRUE only when both conditions are satisfied.

Question 5: Discuss the purpose of 'XLOOKUP' and how it differs from the traditional 'VLOOKUP' function.

Answer:

VLOOKUP: Searches for a value in the leftmost column and returns corresponding value from another column.

XLOOKUP: More flexible, can look both left and right, doesn't require sorted data, replaces VLOOKUP limitations.

Employee ID	Name
1001	John
1002	Lisa

- VLOOKUP: =VLOOKUP(1002, A2:B3, 2, FALSE) gives "Lisa".
- XLOOKUP: =XLOOKUP(1002, A2:A3, B2:B3) gives "Lisa".

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.*)

Answer:

	A	B	C
1	**Name**	**Age**	**Department**
2	Akash Sharma	27	Sales
3	Priya Singh	32	Marketing
4	Rohan Patel	24	HR
5	Neha Gupta	29	IT
6	Vivek Mehra	35	Finance
7			
8			

Question 7: Demonstrate how to insert and delete multiple rows and columns in Excel.
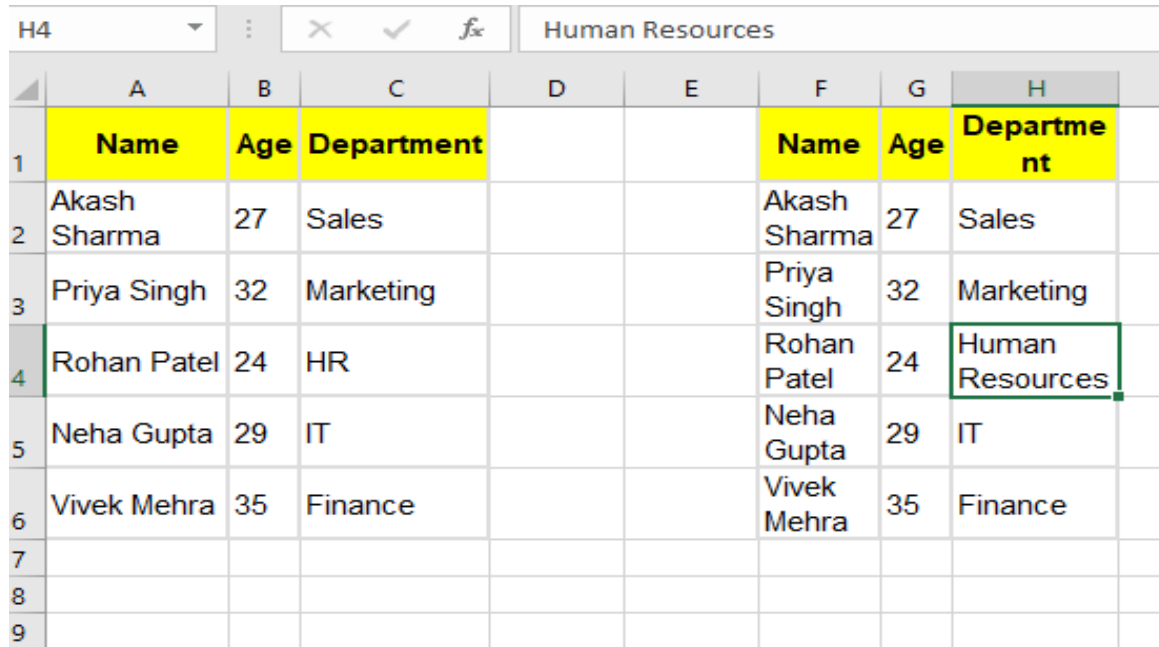
(*Provide screenshots before and after the changes.*)

Answer:

M4

	A	B	C	D	E	F	G	H	I	J
1	**Name**	**Age**	**Department**			**Name**			**Age**	**Department**
2	Akash Sharma	27	Sales			Akash Sharma			27	Sales
3	Priya Singh	32	Marketing			Priya Singh			32	Marketing
4	Rohan Patel	24	HR			Rohan Patel			24	HR
5	Neha Gupta	29	IT			Neha Gupta			29	IT
6	Vivek Mehra	35	Finance			Vivek Mehra			35	Finance
7										
8										

Question 8: Use Excel's 'Find and Replace' feature to update department names in a sample table.
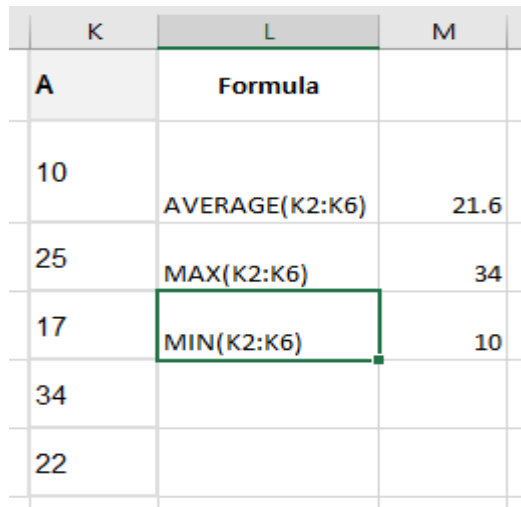(*Include a screenshot showing the replaced data.*)

Answer:

| | H4 | | ⋮ | ✕ | ✓ | fx | Human Resources | | | |

	A	B	C	D	E	F	G	H
1	Name	Age	Department			Name	Age	Departme nt
2	Akash Sharma	27	Sales			Akash Sharma	27	Sales
3	Priya Singh	32	Marketing			Priya Singh	32	Marketing
4	Rohan Patel	24	HR			Rohan Patel	24	Human Resources
5	Neha Gupta	29	IT			Neha Gupta	29	IT
6	Vivek Mehra	35	Finance			Vivek Mehra	35	Finance
7								
8								
9								

Question 9: Create a small numerical dataset and apply the following functions:
- AVERAGE
- MAX
- MIN

(*Include a screenshot showing the formulas and their results.*)
Answer:

K	L	M
A	Formula	
10		
	AVERAGE(K2:K6)	21.6
25		
	MAX(K2:K6)	34
17		
	MIN(K2:K6)	10
34		
22		

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 Excel.

Mention tools like:

- Go To Special
- ISBLANK
- COUNTBLANK

(Include a screenshot showing how blanks are identified or processed.)

Answer:

- Go To Special

- ISBLANK

- COUNTBLANK

H2			fx	=COUNTBLANK(F2:F6)				
	A	**B**	**C**	**D**	**E**	**F**	**G**	**H**
1	Name	Age	Depart ment		Name	Age	Depart ment	Result
2	Akash Sharma	27	Sales		Akash Sharma	27	Sales	2
3	Priya Singh		Marketin g		Priya Singh		Marketin g	
4	Rohan Patel	24			Rohan Patel	24		
5	Neha Gupta		IT		Neha Gupta		IT	
6	Vivek Mehra	35	Finance		Vivek Mehra	35	Finance	
7								