

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

ANS: **Paste** simply copies all the content and formatting from the copied cell(s) (values, formulas, and formats).
'Paste Special' lets you choose what to paste — for example, only **values**, **formulas**, **formats**, or **transposed data**.

Example:

Copy a cell with formula =E1+F1.

Paste → pastes the same formula.

Paste Special → **Values** → pastes only the result (e.g., 10) without the formula.

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

ANS: **Freeze Panes** locks specific rows or columns so they stay visible while scrolling — useful for keeping headers in view.
Split Panes divides the worksheet into separate sections that can be scrolled independently — useful for comparing data in different parts of a sheet.

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?

ANS: Inserting a new row adds a horizontal line of cells below the selected row, shifting existing rows downward.
Inserting a new column adds a vertical line of cells to the right of the selected column, shifting existing columns to the right.
Yes, you can insert multiple rows or columns at once by selecting several rows or columns before clicking Insert.

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

ANS: Logical functions in Excel test conditions and return TRUE or FALSE values.
Examples:

IF: =IF(A1>50,"Pass","Fail") → checks if a value meets a condition.

AND: =AND(A1>10,B1<20) → returns TRUE only if all conditions are true.

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

ANS: **XLOOKUP** is used to find and return data from a range or table. It replaces **VLOOKUP** and **HLOOKUP** by being more flexible. Unlike **VLOOKUP**, **XLOOKUP** can search **both vertically and horizontally**, works **left-to-right or right-to-left**, and doesn't require column index number.

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.)

ANS:

1	Name	Age	Department
2	Rahul Singh	28	Director
3	Priya Mishra	32	HR
4	Himanshu	25	DS
5	Geetanjali	32	Analyst
6	Tushar Verma	25	Sales

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

ANS:

	A	B	C	D	E
1	Name	Age	Department	Is Blank	Count Blank
2	Rahul Singh	28	Marketing		

3	Priya Mishra	32	HUMAN RESOURCES		
4	Himanshu	35	DS		
5					
6					
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.)

ANS:

	A	B	C	D	E	F	G	H	I	J	K
1	Name	Age	Department								
2	Rahul Singh	28	Marketing								
3	Priya Mishra	32	HUMAN RESOURCES								
4	Himanshu	35	Data Scientist								
5	Geetanjali	32	Analyst								
6	Tushar Verma	25	Sales								
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

Find and Replace

Find Replace

Find what: DS No Format Set Format...

Replace with: Data Scientist No Format Set Format...

Within: Sheet ☒ Match case

Search: By Rows ☐ Match entire cell contents

Look in: Formulas Options <<

Replace All Replace Find All Find Next Close

Question 9: Create a small numerical dataset and apply the following function

- AVERAGE
- MAX
- MIN (Include a screenshot showing the formulas and their results.)

Ans:

	A	B	C
1	Name	Age	Department
2	Rahul Singh	28	Director
3	Priya Mishra	32	HR
4	Himanshu	25	Data Scientist
5	Geetanjali	32	Analyst
6	Tushar Verma	25	Sales
7	Maximum	32	
8	Minimum	25	
9	Average	28	

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.

- Go To Special
- ISBLANK
- COUNTBLANK

ANS

	A	B	C
1	Name	Age	Department
2	Rahul Singh	28	Director
3	Priya Mishra	32	HR
4	Himanshu	35	Data Scientist
5	Geetanjali	32	Analyst
6	Tushar Verma	25	Sales
7	Maximum	35	
8	Minimum	25	
9	Average	30	
10			
11			
12			
13			
14			
15			
16			

Go To Special

Select

☐ Comments
☐ Constants
☐ Formulas
☒ Numbers
☒ Text
☒ Logicals
☒ Errors
☒ Blanks
☐ Current region
☐ Current array
☐ Objects

☐ Row differences
☐ Column differences
☐ Precedents
☐ Dependents

☒ Direct only
☐ All levels

☐ Last cell
☐ Visible cells only
☐ Conditional formats
☐ Data validation

☒ All
☐ Same

OK
Cancel

16						
17						
18						
19						

	A	B	C	D	E	F
1	Name	Age	Department	Is Blank	Count Blank	
2	Rahul Singh	28	Director	FALSE	0	
3	Priya Mishra	32	HR	FALSE	0	
4	Himanshu		Data Scientist	TRUE	1	
5	Geetanjali	32	Analyst	FALSE	0	
6	Tushar Verma	25	Sales	FALSE	0	
7	Maximum	32				
8	Minimum	25				
9	Average	29				
10						
11						
12						
13						