Q1:-

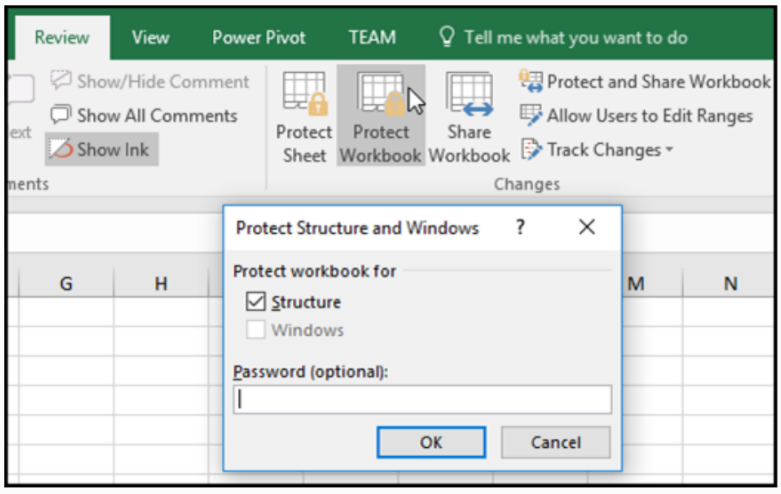
There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied and filled to other cells. **Relative references change when a formula is copied to another cell**. Absolute references, on the other hand, remain constant no matter where they are copied.

Q2:-

Protect the workbook structure

To protect the structure of your workbook, follow these steps:

- Click **Review** > **Protect Workbook**.



Note: The **Windows** option is available only in Excel 2007, Excel 2010, Excel for Mac 2011, and Excel 2016 for Mac. Select the **Windows** option if you want to prevent users from moving, resizing, or closing the workbook window, or hide/unhide windows.

- Enter a password in the **Password** box.

Important: The password is optional. If you do not supply a password, any user can unprotect and change the workbook. If you do enter a password, make sure that you choose a password that is easy to

remember. Write your passwords down and store them someplace safe. If you lose them, Excel cannot recover them for you.

- Select **OK**, re-enter the password to confirm it, and then select **OK** again.

Q3:-
A pivot table is **a table of grouped values that aggregates the individual items of** a more extensive table (such as from a database, spreadsheet, or business intelligence program) within one or more discrete categories. ... They arrange and rearrange (or "pivot") statistics in order to draw attention to useful information.

Q4:-

Use LOOKUP, one of the lookup and reference functions, when you need to look in a single row or column and find a value from the same position in a second row or column. For example, let's **say you know the part number for an auto part, but you don**'t know the price.

Q5:-

What is data validation in Excel?

Excel Data Validation is a feature that restricts (validates) user input to a worksheet. Technically, you create a validation rule that controls what kind of data can be entered into a certain cell.

Here are just a few examples of what

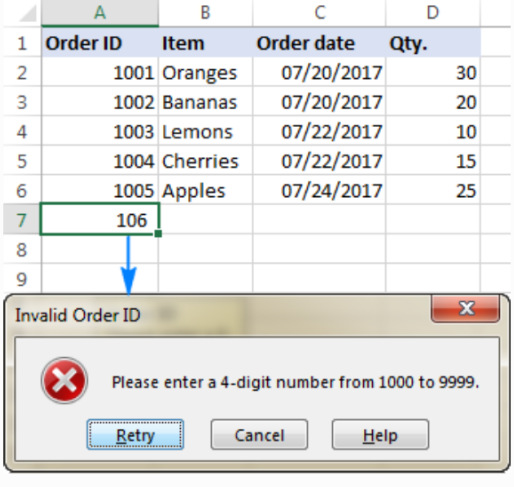
Excel's data validation can do:

- Allow only **numeric** or **text** values in a cell.
- Allow only numbers within a specified **range**.
- Allow data entries of a specific **length**.
- Restrict dates and times outside a given **range**.
- Restrict entries to a selection from a **drop-down list**.
- Validate an entry based on **another cell**.
- Show an **input message** when the user selects a cell.

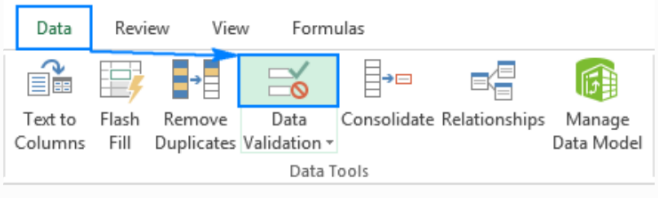
- Show a **warning message** when incorrect data has been entered.

- Find **incorrect entries** in validated cells.

For instance, you can set up a rule that limits data entry to 4-digit numbers between 1000 and 9999. If the user types something different, Excel will show an error alert explaining what they have done wrong:



pressed separately.



2. Create an Excel validation rule

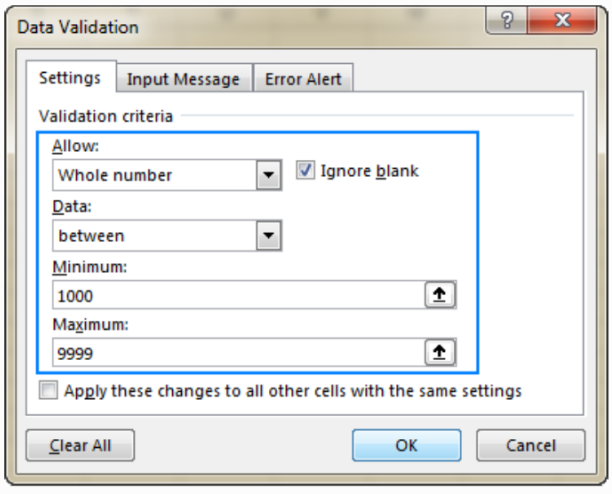
On the **Settings** tab, define the validation criteria according to your needs. In the criteria, you can supply any of the following:

- *Values* - type numbers in the criteria boxes like shown in the screenshot below.

- *Cell references* - make a rule based on a value or formula in another cell.

- *Formulas* - allow to express more complex conditions like in this example.

As an example, let's make a rule that restricts users to entering a whole number between 1000 and 9999:

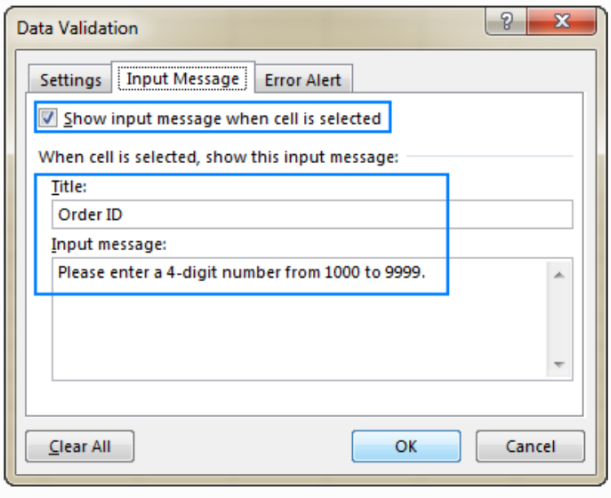


With the validation rule configured, either click *OK* to close the *Data Validation* window or switch to another tab to add an input message or/and error alert.

3. Add an input message (optional)

If you want to display a message that explains to the user what data is allowed in a given cell, open the *Input Message* tab and do the following:

- Make sure the **Show input message when cell is selected** box is checked.

- Enter the title and text of your message into the corresponding fields.
- Click *OK* to close the dialog window.
- 

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How to do data validation in Excel

To add data validation in Excel, perform the following steps.

1. Open the Data Validation dialog

box

Select one or more cells to validate, go to the *Data* tab > *Data Tools* group, and click the **Data Validation** button.

You can also open the Data Validation dialog box by pressing Alt > D > L, with each key pressed separately

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