EXCEL ASSIGNMENT-3

Q.NO 1:-WHAT DO YOU MEAN BY "RELATIVE CELL REFERENCING"IN MS EXCEL AND "ABSOULTE CELL REFERENCING" ?

ANS:-   A Relative cell reference changes when copying or moving the formula or cell value to a different location in the worksheet. Relative references are very useful when you have a range of cells and you want the references to relatively change as and when you copy the formula down to other cells..

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**.

Q.NO 2:- HOW TO SECURE AN EXCEL WORKBOOK,DEMONSTRATE IT WRITE AN EXAMPLE.

ANS:-

Protect an Excel file

1. Select File > Info.
2. Select the Protect Workbook box and choose Encrypt with Password.
3. Enter a password in the Password box, and then select OK.
4. Confirm the password in the Reenter Password box, and then select OK.

5. An example of to demonstrate is **to explain something clearly to make a point**. verb. 3. Demonstrate means to march or protest against something with a group. An example of to demonstrate is to show support for an issue by joining a picket line.

Q.NO:-3.EXPLAIN THE PIVOT TABLES AND THEIR IMPLEMENTATIONS.

ANS:- This is a one type of table.

A Pivot Table is **used to summarise, sort, reorganise, 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 table is **an interactive way to quickly summarize large amounts of data**. You can use a PivotTable to analyze numerical

data in detail, and answer unanticipated questions about your data. A PivotTable is especially designed for: Querying large amounts of data in many user-friendly ways.

Q.NO:4.EXPLAIN LOOKUP IN EXCEL WITH SUITABLE EXAMPLES

ANS:-

Lookup functions in Excel mean referencing a cell to match values in another row or column against the cell and thereby retrieving the corresponding results from the respective rows and columns**.**

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.**

Q.NO:-5.WHAT IS DATA VALIDATION ,AND HOW TO IMPLEMENT IT IN EXCEL?

ANS:-

Excel data validation is **a feature that allows you to control the type of data entered into your worksheet**.

1. Select the cell you want to validate. Go to the Data tab > Data tools, and click on the Data Validation button. ...
2. On the settings tab, specify your validation criteria.
3. You can enter the input message if you want. This step is optional.
4. You can also set your custom error message. ...
5. Click OK.

THESE STEOPS ARE THE IMPLEMENT IN EXCEL

1. Step 1: Determine data sample. Determine the data to sample. ...
2. Step 2: Validate the database. Before you move your data, you need to ensure that all the required data is present in your existing database. ...
3. Step 3: Validate the data format.

ASSIGNEMENT -3 COMPLETED ..THIS ASSIGNEMENT IS KNOW HOW TO IMPIEMANTIONS OF ASSIGNMENTS

THANK YOU

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