Microsoft Excel Important
Interview Questions & Answers
Part 1

1.	**What is a pivot table?** A. A pivot table in Excel is a data processing **tool used to summarize, analyze, and present laⁱrge datasets** in a more manageable format. It allows users to rearrange and aggregate data, making it easier to draw insights and identify patterns.
2.	**How do you sort data in Excel?** A.To sort data in Excel, select the range of cells you want to sort and then go to the **"Data" tab**. Click on the **"Sort" button** and choose the column by which you want to sort the data. You can specify whether to sort in **ascending or descending order**
3.	**How do you apply conditional formatting in Excel?** A. Conditional formatting in Excel allows you to **format cells based on specific conditions.** Select the range, go to the **"Home" tab**, and choose "**Conditional Formatting**." You can then set **rules to format cells based on values, formulas, or other criteria**.
4.	**How do you freeze rows and columns in Excel?** A. To freeze rows and columns in Excel, select the cell below and to the right of the rows and columns you want to freeze. Then, go to the "**View" tab** and click on "**Freeze Panes."** This keeps the selected rows and columns visible while scrolling through the rest of the worksheet.
5.	**How do you remove duplicates in Excel?** A. To remove duplicates in Excel, **select the range containing duplicate data**, go to the **"Data" tab,** and click on "**Remove Duplicates."** You can then choose the columns to check for duplicates, and Excel will remove any duplicate values
6	**What is the 'Pivot Chart' in Excel?** A. A Pivot Chart in Excel **is a graphical representation of data created from a PivotTable**. It allows users to visualize and analyze data dynamically. You can create a Pivot Chart by first creating a PivotTable, selecting the data fields you want to analyze, and then inserting a chart from the PivotTable.
7.	**What is 'Flash Fill' in Excel?**

	A. **'Flash Fill'** in Excel is a feature that **automatically fills** in values in **a column based** on patterns it **recognizes in adjacent columns.** It is particularly useful for **cleaning** and **transforming data.** To use Flash Fill, start typing a pattern in an adjacent column, and Excel will suggest a fill operation that you can accept.
8.	**What is a cell reference?** A. A cell reference in Excel is a combination of the column letter and row number that uniquely identifies a cell. For example**, "B1"** refers to the cell in **column B and row 1.** Cell references are used in formulas to perform calculations based on the values in specific cells**.**
9.	**How do you merge cells in Excel?** A. To **merge cells** in Excel, **select the range of cells** you want to merge, **right-click**, and choose "**Merge & Center"** from the context menu. This combines the selected cells into one, and the content is centered within the merged cell.
10.	**How do you create a chart in Excel?** A. Creating a chart in Excel involves **selecting the data you want to visualize**, then going to the "**Insert" tab** and choosing the desired chart type. Excel supports various chart types, including bar charts, line charts, pie charts, and more

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