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1. What is the default file extension for an Excel workbook?
   * **.xlsx**
2. How do you add a new worksheet to an existing workbook?
   * **Click the "+" icon next to the existing sheet tabs.**
3. What is the function of the "SUM" formula in Excel?
   * **Adds a range of numbers.**
4. How do you freeze panes in Excel?
   * **View > Freeze Panes.**
5. What shortcut key is used to open the "Format Cells" dialog box?
   * **Ctrl + 1**
6. How do you start a formula in Excel?
   * **“=” symbol.**
7. How can you apply a filter to a range of cells in Excel?
   * **Data > Filter**
8. What does the "IF" function do?
   * **Performs a logical test and returns one value if true and another if false.**
9. How do you create a drop-down list in Excel?
   * **Data > Data Validation > List**
10. What is the purpose of conditional formatting?
    * **To change the appearance of cells based on certain conditions.**
11. How can you merge cells in Excel?
    * **Home > Merge & Center**
12. How do you protect a worksheet with a password?
    * **Review > Protect Sheet**
13. What is the function of the "COUNTIF" formula?
    * **Counts the number of cells that meet a specified condition.**
14. How can you sort data in ascending order?
    * **Data > Sort A to Z**
15. What is the difference between relative and absolute cell references?
    * **Relative references change when copied, absolute references do not.**
16. How do you create a chart in Excel?
    * **Select data > Insert > Chart**
17. What is the use of the "COUNT" function?
    * **Counts the number of cells that contain numbers.**
18. How do you use the "TRIM" function in Excel?
    * **Removes extra spaces from text.**
19. How do you quickly sum a range of cells (shortcut key)?
    * **Press- Alt +=**
20. How do you remove duplicates from a range?
    * **Data > Remove Duplicates**
21. What does the "NOW" function return?
    * **The current date and time.**
22. How can you adjust column width to fit the content?
    * **Double-click the right boundary of the column header.**
23. How do you use the "HLOOKUP" function?
    * **Searches for a value in the top row of a table and returns a value in the same column from a specified row.**
24. What is the use of the "INDEX" function?
    * **Returns the value of a cell in a specified row and column.**
25. How do you create a pivot table?
    * **Insert > PivotTable**
26. What does the "LEN" function do?
    * **Returns the number of characters in a text string.**
27. How do you use the "MATCH" function?
    * **Searches for a specified item in a range and returns the relative position of that item.**
28. How do you split text into columns?
    * **Data > Text to Columns**
29. What is the "CONCATENATE" function used for?
    * **Joins two or more text strings into one.**
30. How do you apply a formula to an entire column?
    * **Drag the fill handle down the column.**
31. What does the "AVERAGE" function calculate?
    * **The average of a range of numbers.**
32. How do you change the number format of a cell?
    * **Home > Number Format**
33. What does the "ROUND" function do?
    * **Rounds a number to a specified number of digits.**
34. How can you hide and unhide rows or columns?
    * **Right-click the row or column header > Hide/Unhide**
35. What is the use of the "SUBTOTAL" function?
    * **Performs calculations on a filtered list of data.**
36. How do you use the "LEFT" function?
    * **Extracts a specified number of characters from the start of a text string.**
37. How do you use the "RIGHT" function?
    * **Extracts a specified number of characters from the end of a text string.**
38. What is the purpose of the "TEXT" function?
    * **Formats a number and converts it to text.**
39. How do you create a dynamic named range?
    * **Use the OFFSET function with a named range.**
40. How do you use the "OFFSET" function?
    * **Returns a reference to a range that is a specified number of rows and columns from a cell or range.**
41. What does the "PMT" function calculate?
    * **The periodic payment for an annuity based on constant payments and a constant interest rate.**
42. How do you create a custom number format?
    * **Home > Number Format > Custom**
43. What is the "XLOOKUP" function used for?
    * **Replaces older lookup functions (VLOOKUP, HLOOKUP) with more flexibility in searching data.**
44. How do you use the "SPLIT" function in Excel?
    * **Excel doesn’t have a SPLIT function; you use Text to Columns or formulas.**
45. What is the "SHEET" function?
    * **Returns the sheet number of a reference.**
46. How do you use "COUNTBLANK" function?
    * **Counts the number of empty cells in a range.**
47. How do you apply a style to a cell?
    * **Home > Cell Styles**
48. What is the "POWER" function used for?
    * **Returns the result of a number raised to a power.**
49. How do you use the "CHAR" function?
    * **Returns the character specified by a number code.**
50. What is the purpose of the "RANDBETWEEN" function?
    * **Generates a random integer between two specified numbers.**
51. How do you add a comment to a cell?
    * **Right-click the cell > Insert Comment**
52. What is the "EOMONTH" function used for?
    * **Returns the last day of the month, a specified number of months before or after a specified date.**
53. What is maximum number of rows & last column name in an Excel?
    * **1,048,576.**
    * **XFD.**
54. What is the purpose of the "TRUNC" function?
    * **Truncates a number to an integer by removing the fractional part.**
55. How do you filter data based on multiple criteria?
    * **Use the Advanced Filter option.**
56. What is the use of the "SUBSTITUTE" function?
    * **Replaces occurrences of a specified substring with another substring.**
57. How do you use the "DATE" function?
    * **Returns the serial number of a specific date.**
58. What is the "FIND" function used for?
    * **Finds the starting position of a text string within another text string.**
59. How do you use the "SEARCH" function?
    * **Finds the position of a substring within a text string, case- insensitive.**
60. What does the "HYPERLINK" function do?
    * **Creates a shortcut or link to another location or document.**
61. How do you create a 3D reference in Excel?
    * **Reference cells across multiple worksheets.**
62. What is the use of the "SLOPE" function?
    * **Calculates the slope of the linear regression line through a data set.**
63. How do you use the "INTERCEPT" function?
    * **Calculates the y-intercept of the linear regression line through a data set.**
64. How do you apply a conditional format rule?
    * **Home > Conditional Formatting > New Rule**
65. What does the "RAND" function do?
    * **Generates a random number between 0 and 1.**
66. How do you use the "DCOUNT" function?
    * **Counts the cells that contain numbers in a database column that match specified criteria.**
67. How do you active the ‘Edit Mode’ in a cell?
    * **“F2” function key.**
68. How do you use the "NETWORKDAYS" function?
    * **Calculates the number of working days between two dates.**
69. What is the last cell name or cell address in an Excel?
    * **XFD1048576.**
70. How do you create a dynamic chart in Excel?
    * **Use a named range with OFFSET or a table as the chart data source.**
71. What is the "LARGE" function used for?
    * **Returns the nth largest value in a data set.**
72. How do you use the "SMALL" function?
    * **Returns the nth smallest value in a data set.**
73. What does the "VAR" function do?
    * **Calculates the variance of a population.**
74. How do you calculate the difference between two dates?
    * **Subtract one date from another.**
75. What is the "TRANSPOSE" function used for?
    * **Changes the orientation of a range of cells.**
76. How do you use the "CHOOSE" function?
    * **Returns a value from a list of values based on an index number.**
77. What does the "HLOOKUP" function do?
    * **Searches for a value in the top row and returns a value in the same column from a specified row.**
78. Which function is used find the maximum &minimum value in a range?
    * Maximum- “MAX” function.
    * Minimum- “MIN” functions.
79. What is the "FREQUENCY" function used for?
    * **Calculates how often values occur within a range of values.**
80. How do you use the "DATEVALUE" function?
    * **Converts a date in text format to a serial number.**
81. What is the "ISERROR" function used for?
    * **Checks if a cell contains an error.**
82. How do you use the "FILTER" function?
    * **Filters a range of data based on criteria and returns the matching results.**
83. What is the "OFFSET" function used for?
    * **Returns a reference to a range that is offset from a starting cell or range.**
84. How do you use the "UNIQUE" function?
    * **Returns a list of unique values from a range or array.**
85. What does the "SKEW" function calculate?
    * **Measures the asymmetry of the distribution of values.**
86. How do you use the "MODE" function?
    * **Returns the most frequently occurring value in a data set.**
87. What is the "STDEV" function used for?
    * **Calculates the standard deviation of a population.**
88. How do you create a table in Excel?
    * **Select data > Insert > Table**
89. What is the "SUBTOTAL" function used for?
    * **Performs calculations on a filtered list or database.**
90. How do you use the "FORECAST" function?
    * **Predicts a future value based on existing values.**
91. What does the "DEVSQ" function calculate?
    * **Calculates the sum of the squares of deviations of data points from their mean.**
92. How do you use the "RANDARRAY" function?
    * **Generates an array of random numbers.**
93. Which function allows you to return the current month & year in Excel?
    * Month- “MONTH (NOW ())”.
    * Year- “YEAR (NOW ())”.
94. How do you create a goal seek in Excel?
    * **Data > What-If Analysis > Goal Seek**
95. What is default height & width of cell in Excel?
    * **Height- 15 (20px)**
    * **Width- 8.43 (64px)**
96. Why used to UPPER,LOWER & PROPER function in Excel
    * **Calculates the number of days between two dates.**
97. Which function would you use to check if a condition is TRUE or FALSE?
    * **“IF” functions.**
98. How do you use the "HYPERLINK" function?
    * **Creates a clickable link to a web page or document.**
99. What is the purpose of the "T" function?
    * **Returns the text referenced by a value.**
100. How do you use the "WEBSERVICE" function?
     * **Fetches data from an online web service.**

101 . How many default worksheets are there in MS Excel?

* + **3 worksheets are present**.

1. How many Ribbons are there in MS Excel?
   * **7 ribbon( Home,Insert,Page Layout ,Formulas,data,Review,View)**
2. Write the steps for inserting new Row in worksheet?
   * **Click Row Header> Home> Cells>Insert> Insert Sheet Rows (Click Row Header > Ctrl+).**
3. Write the steps for changing the name of worksheet?
   * **Select sheet> Right click> Click Rename Option> Then change name and press Enter.**
4. Write the steps for inserting new Column in worksheet?
   * **Click Column Header >Home > Cells > Insert > Insert Sheet Column (Click Column Header >Ctrl+).**
5. Write the steps for Deleting a Row from worksheet?
   * **Click Row Header > Home > Cells > Delete > Delete Sheet Rows (Click Row Header>Ctrl-).**
6. Write the steps for Deleting a Column from worksheet?
   * **Click Column Header > Home > Cells > Delete > Delete Sheet Columns (Click Column Header>Ctrl-).**
7. Write the steps for Changing Row Height?
   * **Click Row Header> Home > Cells> Format > Row Height > Show Row Height Dialog Box> Change the Height> Ok.**
8. Write the steps for Changing Column Width?
   * **Click Column Header> Home > Cells> Format > Column Width > Show Column Width Dialog Box> Change the Width > Ok.**
9. How to add new worksheet in Excel?
   * **Select sheet> Home> Cells> Insert> Insert Sheet (Shift+F11).**
10. How to delete a worksheet in Excel?
    * **Select sheet> Home> Cells> Delete> Delete Sheet (Select sheet>Right click> Delete Option).**
11. What is maximum number of Column in MS Excel?
    * **16384.**
12. How to Close Workbook in MS Excel?
    * **Ctrl+F4.**
13. Write the steps of open file in Worksheet?
    * **File Tab> Open> Chose file> Open.**
14. Write the steps of arranging multiple workbooks in one Windows?
    * **View> Window> Arranging All > Show Arranging Windows Dialog Box> Select one Option> Ok.**
15. Write the steps of adding buttons to quick access toolbar?
    * **Click Quick Access Toolbar’s Dropdown Arrow> Show Customize Quick Access Toolbar’s Dialog Box> Chose option and Click.**