

PLACEMENT REFRESHER PROGRAM

Session 15 - MS Excel 1 : Basics

By
Ritesh Kumar Pandey

Agenda

- Introduction
- Formatting
- Formulae
- Functions
- Filtering
- Sorting
- vLookUp

Microsoft Excel is a spreadsheet or a computer application that allows the storage of data in the form of a table. Excel was developed by Microsoft and can be used on various operating systems such as Windows, macOS, IOS and Android.

Some of the important features of MS Excel are:

- Availability of Graphing tools
- Built-in functions such as SUM, DATE, COUNTIF, etc
- Allows data analysis through tables, charts, filters, etc
- The availability of Visual Basic for Application (VBA)
- Flexible workbook and worksheet operations
- Allows easy data validation

The merged column 'Total' contains three sub-columns: Persons, Males and Females. Each value in the 'Total-Persons' column represents the number of people in that age group, state, district, etc. (State = INDIA represents the aggregated information across India in each age group.) How many people are included in the census data set?

- A) 1,21,08,54,977
- B) 1,29,08,23,010
- C) 1,32,34,56,920
- D) 1,24,32,51,298

The merged column 'Total' contains three sub-columns: Persons, Males and Females. Each value in the 'Total-Persons' column represents the number of people in that age group, state, district, etc. (State = INDIA represents the aggregated information across India in each age group.) How many people are included in the census data set?

- A) 1,21,08,54,977
- B) 1,29,08,23,010
- C) 1,32,34,56,920
- D) 1,24,32,51,298

Look at the 'Total Persons' column in the row corresponding to all ages in INDIA. This is the first row in the data set; the data contains the literacy rates of about 121 crore people.

What is the total number of illiterate and literate people in India in 2011?

- A) Illiterate = 44,72,16,165; Literate = 76,36,38,812
- B) Illiterate = 34,27,63,892; Literate = 25,66,38,812
- C) Illiterate = 63,72,92,612; Literate = 35,29,62,923
- D) Illiterate = 21,34,28,639; Literate = 37,62,97,392

What is the total number of illiterate and literate people in India in 2011?

- A) Illiterate = 44,72,16,165; Literate = 76,36,38,812
- B) Illiterate = 34,27,63,892; Literate = 25,66,38,812
- C) Illiterate = 63,72,92,612; Literate = 35,29,62,923
- D) Illiterate = 21,34,28,639; Literate = 37,62,97,392

These values are in the 'Illiterate Persons' and 'Literate Persons' columns in the rows corresponding to 'All ages' and 'INDIA'.

You already found the total number of illiterate and literate people in India across all ages. The literacy rate is defined as: the number of literate people aged 7 or above / the total population aged 7 or above.

What was the approximate literacy rate in India in 2011?

- A) 36%
- B) 73%
- C) 77%
- D) 23%

You already found the total number of illiterate and literate people in India across all ages. The literacy rate is defined as: the number of literate people aged 7 or above / the total population aged 7 or above.

What was the approximate literacy rate in India in 2011?

- A) 36%
- B) 73%
- C) 77%
- D) 23%

The total population aged 7 or above was $(1,21,08,54,977 - 16,45,15,253) = 1,04,63,39,724$; and the number of literates aged 7 or above was the total number of literate persons (i.e., 76,36,38,812) because the number of literates is 0 for the 0-6 age group. Therefore, the literacy rate was $= 76,36,38,812 / 1,04,63,39,724 = 73\%$ (approx.)

| D5 | - | X | ✓ | <i>f_x</i> | 50 |
|----|-----------|-----------|------------|----------------------|-------------|
| | A | B | C | D | E |
| 1 | Cust_name | Product | Unit Price | Units Sold | Sales |
| 2 | James | Table | \$ 50.00 | 60 | \$ 3,000.00 |
| 3 | John | Chairs | \$ 40.00 | 70 | \$ 2,800.00 |
| 4 | Robert | Shirts | \$ 20.00 | 350 | \$ 7,000.00 |
| 5 | William | Phone | \$ 200.00 | 50 | |
| 6 | Richard | Camera | \$ 250.00 | 15 | \$ 3,750.00 |
| 7 | Charles | Earphone | \$ 30.00 | 70 | \$ 2,100.00 |
| 8 | Thomas | Books | \$ 10.00 | 150 | \$ 1,500.00 |
| 9 | Allen | Laptops | \$ 400.00 | 15 | \$ 6,000.00 |
| 10 | Jack | Pendrives | \$ 15.00 | 45 | \$ 675.00 |
| 11 | Steven | Jeans | \$ 22.00 | 200 | \$ 4,400.00 |
| 12 | Kevin | T-Shirts | \$ 20.00 | 250 | \$ 5,000.00 |
| 13 | Brian | Football | \$ 12.00 | 75 | \$ 900.00 |
| 14 | Donald | Body Was | \$ 14.00 | 50 | \$ 700.00 |
| 15 | Jacob | Bed | \$ 200.00 | 30 | \$ 6,000.00 |

Cell Address - D5

| Name | Description |
|------------|---|
| Number | Allows formatting cells to be of any type such as currency, accounting, date, percentage, etc |
| Alignment | Allows text control, alignment and setting its direction |
| Font | Enables various fonts, styles, sizes, colors, etc |
| Border | Allows cell borders to be changed, removed, colored, etc |
| Fill | Enables you to choose different colors and styles to fill up the cell |
| Protection | Allows you to lock or hide cells |

How will you write the formula for the following? - Multiply the value in cell A1 by 10, add the result by 5, and divide it by 2.

How will you write the formula for the following? - Multiply the value in cell A1 by 10, add the result by 5, and divide it by 2.

To write a formula for the above-stated question, we have to follow the PEDMAS Precedence. The correct answer is $((A1*10)+5)/2$.

Answers such as $=A1*10+5/2$ and $=(A1*10)+5/2$ are not correct. We must put parentheses brackets after a particular operation.

PEDMAS is the term used to describe the Excel operation order. The precedence list for an Excel operation is displayed below.

- Parentheses
- Exponentiation
- Division/Multiplication
- Addition
- Subtraction

As can be seen above, the exponentiation process is performed after the data in the parenthesis is processed. Following that, either the division or multiplication procedures may be performed. The outcome is then added and finally subtracted, to provide the result.

Formula:

The user types in the formula, which looks like an Excel equation. Based on the user's preference, it might be any kind of calculation. It takes longer to manually type a formula each time you need to make a computation.

Example: $B1 + B2 + B3$

Function:

An Excel function is a built-in computation that has been predefined. Using functions makes conducting computations quicker and more comfortable.

Example: $SUM(B1 : B3)$

Which function is used to concatenate two or more text strings in Excel?

- A) CONCAT
- B) TEXTJOIN
- C) CONCATENATE
- D) MERGE

Which function is used to concatenate two or more text strings in Excel?

- A) CONCAT
- B) TEXTJOIN
- C) CONCATENATE
- D) MERGE

Which function is used to count the number of cells that meet a specific condition in Excel?

- A) COUNT
- B) SUMIF
- C) COUNTIF
- D) IFERROR

Which function is used to count the number of cells that meet a specific condition in Excel?

- A) COUNT
- B) SUMIF
- C) COUNTIF
- D) IFERROR

Which Excel function is used to perform a logical test and return one value if the test is true and another if it's false, but allows for multiple conditions?

- A) IF
- B) AND
- C) OR
- D) SWITCH

Which Excel function is used to perform a logical test and return one value if the test is true and another if it's false, but allows for multiple conditions?

- A) IF
- B) AND
- C) OR
- D) SWITCH

Which function is used to round a number down to the nearest integer in Excel?

- A) ROUNDUP
- B) ROUNDDOWN
- C) ROUND
- D) INT

Which function is used to round a number down to the nearest integer in Excel?

A) ROUNDUP

B) ROUNDDOWN

C) ROUND

D) INT

In Excel, what is the purpose of the COUNTBLANK function?

- A) Counts the number of blank cells in a range
- B) Adds up a range of cells
- C) Checks whether a condition is true or false
- D) Searches for a value in a range

In Excel, what is the purpose of the COUNTBLANK function?

- A) Counts the number of blank cells in a range
- B) Adds up a range of cells
- C) Checks whether a condition is true or false
- D) Searches for a value in a range

In Excel, what is the key difference between sorting and filtering?

- A) Sorting arranges data based on criteria, while filtering hides specific data based on conditions.
- B) Sorting organizes data alphabetically, while filtering rearranges data by criteria.
- C) Sorting is used for numerical data, while filtering is used for text data.
- D) Sorting and filtering are synonymous terms in Excel.

In Excel, what is the key difference between sorting and filtering?

- A) Sorting arranges data based on criteria, while filtering hides specific data based on conditions.
- B) Sorting organizes data alphabetically, while filtering rearranges data by criteria.
- C) Sorting is used for numerical data, while filtering is used for text data.
- D) Sorting and filtering are synonymous terms in Excel.

What is the purpose of the Excel Filter function?

- A) To automatically calculate the sum of a range
- B) To format cells based on specified conditions
- C) To organize data by rearranging rows based on criteria
- D) To create a visual representation of data trends

What is the purpose of the Excel Filter function?

- A) To automatically calculate the sum of a range
- B) To format cells based on specified conditions
- C) To organize data by rearranging rows based on criteria
- D) To create a visual representation of data trends

The function VLOOKUP in Excel is used to look up information in a table and extract the corresponding data.

Syntax: VLOOKUP (value, table, col_index, [range_lookup])

- value - Indicates the data that you are looking for in the first column of a table.
- table - Refers to the set of data (table) from which you have to retrieve the above value.
- col_index - Refers to the column in the table from where you are to retrieve the value.
- range_lookup - FALSE = exact match [optional] TRUE = approximate match (default).

Which of the two insurance categories has a higher likelihood that any random claim would be fraudulent?

- A) Home
- B) Auto
- C) Both have same likelihood

Which of the two insurance categories has a higher likelihood that any random claim would be fraudulent?

- A) Home
- B) Auto
- C) Both have same likelihood

In the given data, Auto insurance has 23% per cent fraud claims while home insurance has 20%.

What is the relationship between the likelihood that the claim is fraudulent and fact that the claimant filed a police report?

- A) Claimants who filed police report are less likely to make fraudulent claims
- B) Claimants who filed police report were more like to make fraudulent claims
- C) This was not a significant factor in determining whether a claim was true or fraudulent
- D) The data does not reflect any of the above findings

What is the relationship between the likelihood that the claim is fraudulent and fact that the claimant filed a police report?

- A) Claimants who filed police report are less likely to make fraudulent claims
- B) Claimants who filed police report were more like to make fraudulent claims
- C) This was not a significant factor in determining whether a claim was true or fraudulent
- D) The data does not reflect any of the above findings

Fraud claims are only 10% of all reported cases while they are 25% in cases where no police report is made.

For any customer, based on total policy claims, when is it most likely that the claim is a fraud?

- A) 1-2 total claims
- B) 3-4 total claims
- C) 5-6 total claims
- D) All have the same likelihood

For any customer, based on total policy claims, when is it most likely that the claim is a fraud?

- A) 1-2 total claims
- B) 3-4 total claims
- C) 5-6 total claims
- D) All have the same likelihood

31% of people with total 3-4 claims make fraudulent claims.

THANK YOU