

DATA ANALYTICS

Excel Q&A



| What is the difference between **Workbook** and **Worksheet** in Excel.?

In Excel, a **Workbook** is the entire file that can contain multiple **Worksheets**, while a **Worksheet** is a single page within that workbook where you store and manage data.

| Example: A **workbook** named SALES_2025.xlsx might contain **worksheets** like JAN, FEB, MARCH Sales each holding data for a different month.



| Identify any 3 tabs in the Ribbon and list 2 commands available under each.?

Ribbon	Tab (Group)	Command 1	Command 2	Command 3
Home	Clipboard	Paste	Cut	Copy
	Font	Bold	Fill Colour	Fonts
	Alignment	Merge & Center	Wrap Text	Orientation
	Number	Accounting	Percentage	Comma Style
	Editing	AutoSum	Fill	Sort&Filter
Insert	Tables	PivotTable	Table	Recommended PivotTables
	Illustrations	Pictures	Shapes	Icons
	Charts	Column Chart	Line Chart	Pie Chart
	Sparklines	Line	Column	Win/Loss
	Text	Text Box	Header & Footer	WordArt
Formulas	Function Library	AutoSum	Recently Used	Financial
	Defined Names	Name Manager	Define Name	Use in Formula
	Formula Auditing	Trace Precedents	Trace Dependents	Evaluate Formula
	Calculation	Calculate Now	Calculate Sheet	Calculation Options
Data	Get & Transform Data	Get Data	From Table/Range	From Web
	Sort & Filter	Sort Ascending	Sort Descending	Filter
	Data Tools	Text to Columns	Remove Duplicates	Data Validation
	Forecast	What-If Analysis	Forecast Sheet	Goal Seek
	Outline	Group	Ungroup	Subtotal



What is Quick Access Toolbar (QAT), And How to customize it?

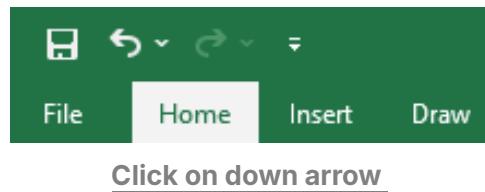
Quick Access Toolbar (QAT)

In Excel is a small bar above the ribbon that lets you keep your most-used tools handy.

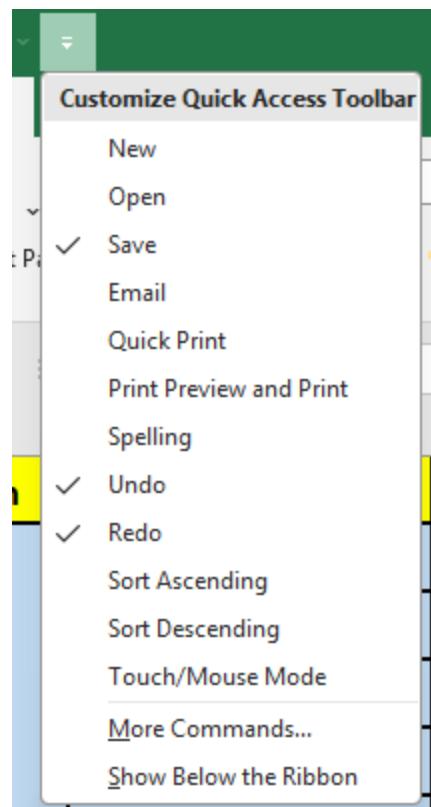
It gives quick, one-click access to commands like **Save**, **Undo**, and **Redo**, without switching between tabs.

Example: instead of going to the **File** tab to save, you can click the **Save** icon directly from the toolbar.

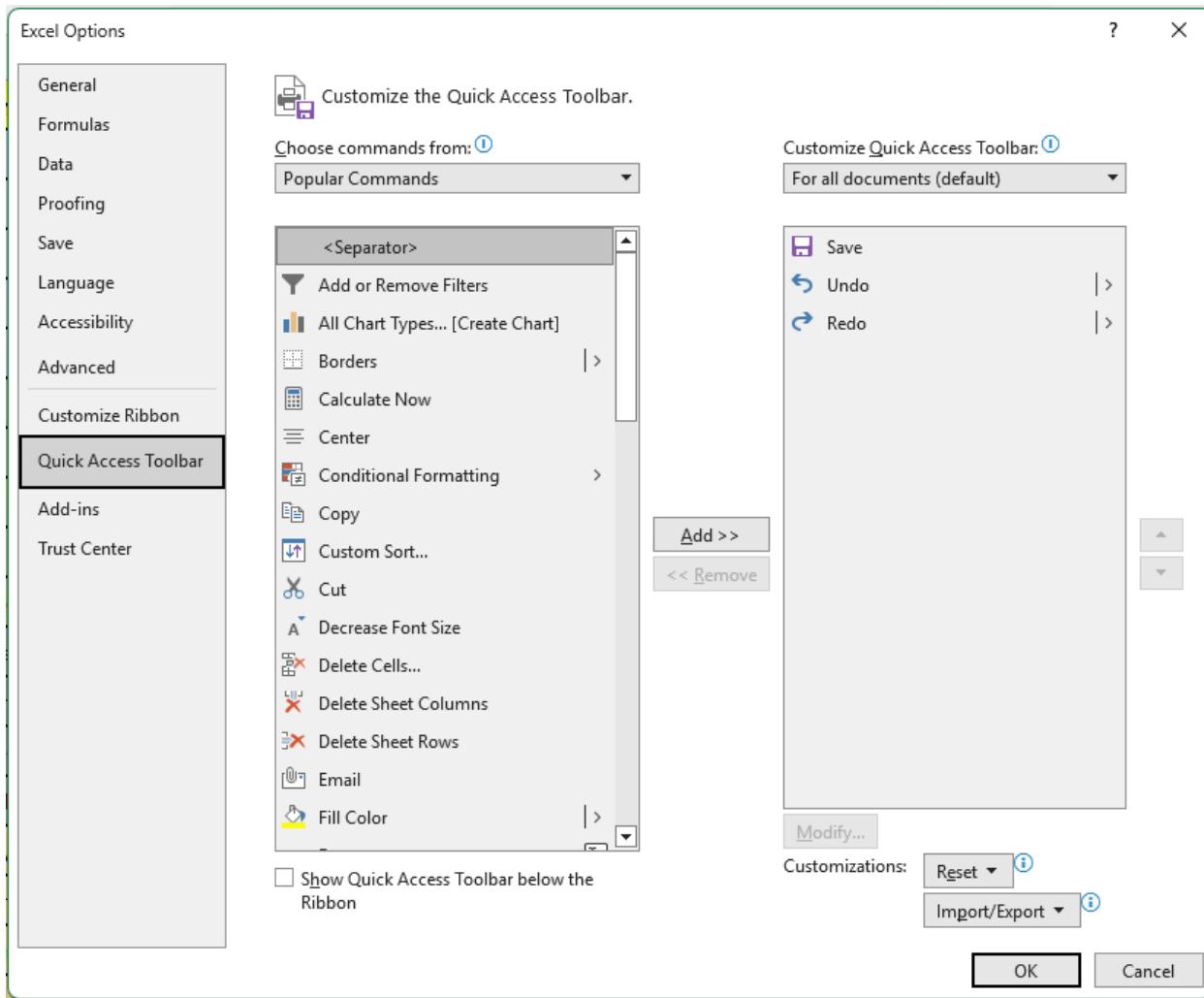
How To Customize :



- Click on the drop-down arrow above the ribbon called Customize Quick Access Toolbar



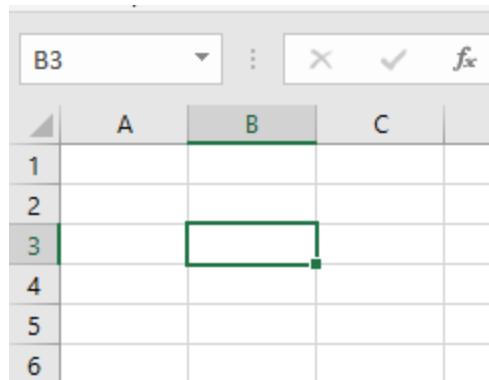
- If we need to add, we can add; otherwise we can customize using the **More Commands** option.



What is an **Active cell**, and how to identify it?

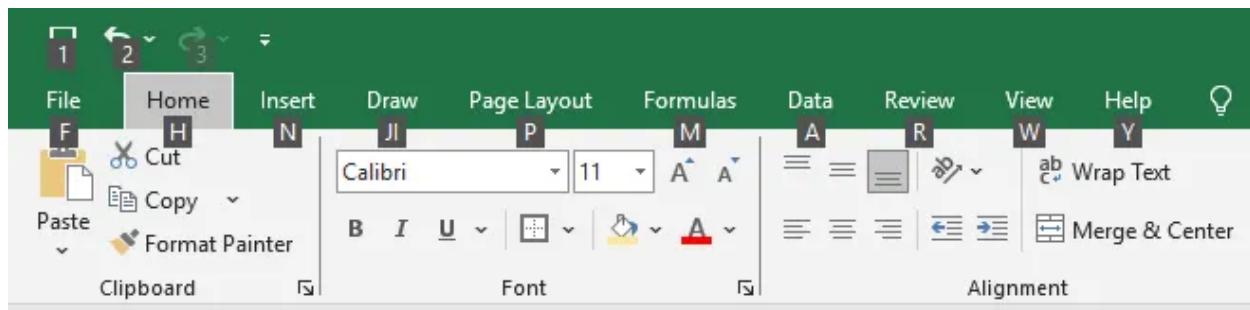
- The **active cell** is the one that is currently selected; it's where we can type or edit data.
- It is highlighted with a **thick border** around the cell.

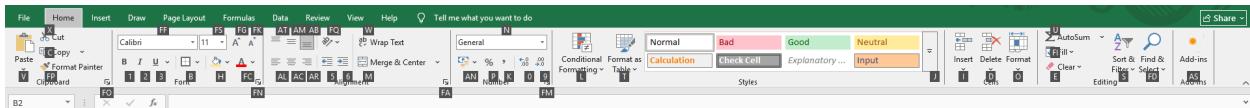
- The **cell address** (like B3) of the active cell is shown in the **Name Box**.
- The **row number** and **column letter** of the active cell are also slightly highlighted.



Use Alt shortcuts to open the File Menu & Insert & Functions.?

- Open a workbook and select a new worksheet
- Click on ALT
- shortcut key letters visible on every command and tab, and the Ribbon
-





For

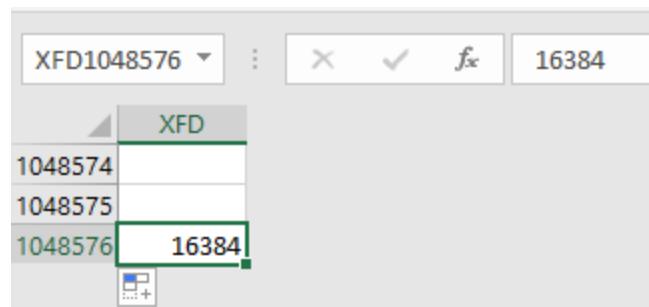
- File Menu : Click → F (After Alt or Alt + F)
- Insert Tab : Click → N (After Alt or Alt + N)
- Formulas Tab : Click → M (After Alt or Alt + M)



How Many Rows and columns are there in a single worksheet?

Rows: 1048576

Columns: 16384 (A to XFD)



What is a Dialog box, and where can you find it?

- A small window that lets you adjust specific settings or options for a feature in Excel based on the Ribbon and Tab.
- **Where to Find:**
 - Find the **small diagonal down arrow** (Dialog Box Launcher) at the bottom-right of a Ribbon group or Tab group.
- **What It Does:**
 - Shows more detailed options than the main Ribbon.
 - Helps you **format cells, set print options, validate data, find & replace**, and more.



How do you create a New workbook using shortcuts?

- Once the workbook is in Excel, it defaults landed on sheet1
- For a New workbook, Just Click on (CTRL + N).



How can you rename a Worksheet and change its color?

Rename:

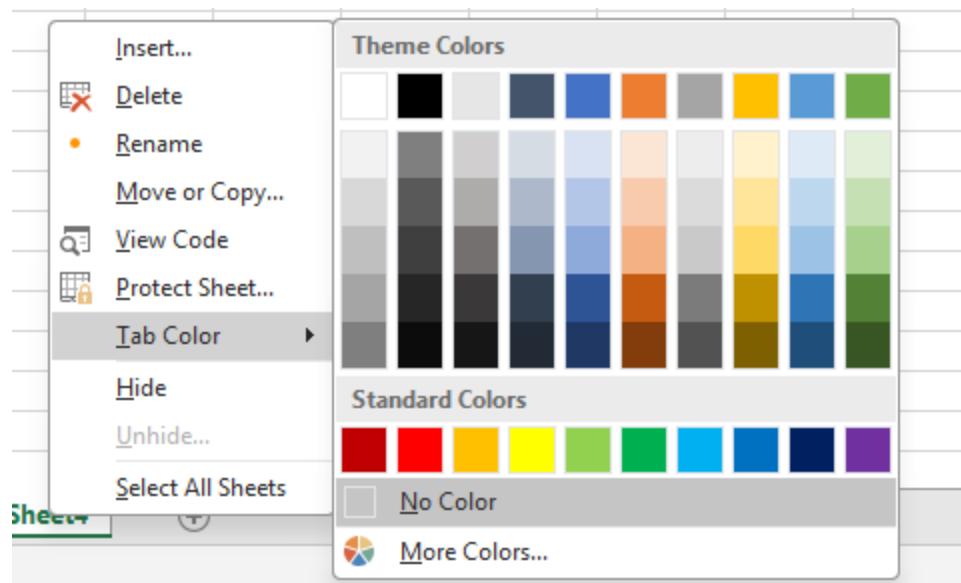
- Go to the worksheet name (sheet 1 default) and double-click on the name, which allows you to change the Name.

or

- Go to the worksheet name (sheet 1 default) and right click it, then a list of options will be visible there, we can do **Rename** using the option

Color:

- Go to the worksheet name (sheet 1 default) and right click it, then a list of options visible there we can use the **Tab Color** option and apply.



What are Task Panes? Give an example when it appears automatically .?

Not Interacted Yet, Default, and Not Remembered, but

- A **panel that appears on the side** of Excel, usually on the right, which gives you **extra tools, options, or information** while you keep working on your worksheet.
- Unlike dialog boxes that pop up and block your work until you close them, **task panes stay open** so you can continue typing or editing your sheet.

Ref: Attached Image..

