

3) Can you explain how cell referencing works in Excel?

There are 3 types of referencing

- ⇒ Relative cell Reference (Default)
- ⇒ Absolute cell Reference
- ⇒ mixed cell Reference.

1) Relative cell (variable)

⇒ changes when you copy the formula

2) Absolute cell reference (constant)

- Does not change when copied
- uses \$ before row & column

3) mixed cell references

- Either row or column is fixed

Q) what is the purpose of sum function and how do you use it?

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4) what is the Purpose of sum function and how do you use it?

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one of the most basic & most used functions in excel & google sheets, especially for reports, budgeting & data analysis

- ⇒ The sum function is used to add no together
- ⇒ It calculates the total of values in the range of cells
- ⇒ And sum is most basic-used function in excel & google sheets.
- ⇒ How do you apply the Average function to a range of cells
 - ⇒ The Average function calculates the (Average) of numbers in a selected range of cells.
Eg :- =Average (drag down the row we will get the what is the average value from that row)
- ⇒ What is relative cell reference, & how does it differ from an absolute cell refrence.

Relative cell

Absolute cell

- | | |
|---------------------------------------|---|
| ⇒ changes when copied. | ⇒ Does not change. |
| ⇒ no \$ symbol | ⇒ uses \$ symbol |
| ⇒ used for calculations
row by row | ⇒ used for fixed
values (tax rate,
discount.) |

7) How do you quickly sum or row or column of numbers?

⇒ To sum a column of numbers select the cell immediately below the last no in the column. To sum a row of numbers select the cell immediately to the right

in only 2 conditions we use (sum formula)

- 8) Explain how to use the Autosum feature.
- ⇒ Autosum is fast, reduces manual errors & is very efficient when working with large datasets.
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- Q) How do you insert & delete rows & columns in Excel?
- A) To insert a row or column in Excel, I first select the row number or column letter. Then I right-click & choose insert. Excel inserts a new row above the selected row or a new column to the left of the selected column.
- A) Delete rows or columns
To delete a row or column, I select it & right click, & choose Delete. This removes the entire row or column from the worksheet.
- Q) What are the some common uses of excel in business environment?

Excel is widely used in business environment because it helps manage data, make decision & improve productivity. Here are the most common uses of Excel in

- => Easy to learn
- => Cost-effective
- => Flexible & powerful

⇒ Excel is used to clean & prepare raw data so it becomes ready for analysis

Excel interview questions.

- 2) Excel introduction, Basic Excel functions.
- 2) what is difference between work book & a worksheet in excel

workbook \Rightarrow A work book is the entire excel file. It contains one or more worksheets.
file extension. XLSX, XLS

work sheet \Rightarrow A worksheet is a single sheet inside a workbook

- * It contains rows, columns & cells
- * used to enter, analyze & store data.

- 3) How do you create a basic formula in excel

every formula starts with =

Eg: = Add ~~real~~ numbers or cells together