

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

There are 3 types of referencing in Excel

- ⇒ 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

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)

6) what is relative cell reference, & how does it differ from an absolute cell reference.

Relative cell

- ⇒ changes when copied
- ⇒ no \$ symbol
- ⇒ used for calculation row by row

Absolute cell

- ⇒ Does not change
- ⇒ uses \$ symbol
- ⇒ used for fixed values (tax rate, discount.)

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

⇒ To sum a column of number 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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9) How do you insert & delete rows & columns in excel?

⇒ To insert a row or column in excel, I 1st select the row number or column letter. Then I right-click & choose insert excel. Insert a new row above the selected row or a new column to the left of the selected column.

⇒ Delete rows or columns

To delete a row or column, I select it & right click, & choose Delete.

This removed the entire row or column from the worksheet.

10) 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.

1. Excel introduction, Basic Excel functions.
2. What is difference between workbook & worksheet in Excel.

workbook \Rightarrow A workbook 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 numbers or cells together