

1. Define workbook in MS Excel.

→ A workbook is an Excel file that contains one or more worksheets.

2. What is a worksheet?

→ A worksheet is a single sheet in Excel made of rows and columns where data is entered.

3. Write any two features of MS Excel.

→ It performs calculations easily.

→ It creates charts and graphs.

4. What is Quick Access Toolbar?

→ The Quick Access Toolbar is a small toolbar at the top of Excel that gives quick access to commands like Save, Undo and Redo.

5. Write any two common Excel shortcut keys.

→ Ctrl + S - Save

Ctrl + C - Copy

Unit - 2

6. What is an Excel list?

→ An Excel list is a group of related data arranged in rows and columns.

7. What is Sorting in Excel?

→ Sorting means arranging data in ascending or descending order.

8. What is AutoFilter?

→ AutoFilter is used to display only selected data on conditions.

9. What is Conditional Formatting?

→ Conditional Formatting changes the appearance of cells based on given conditions.

10. What is meant by removing duplicates?

→ Removing duplicates means deleting repeated values from a data list.

Unit - 3

11. What is data validation in Excel?

→ Data validation is used to control what type of data can be entered into a cell.

12. What is a Pivot Table?

→ A Pivot Table is a tool used to summarize and analyze large amounts of data.

13. Write one advantage of Pivot Table?

→ It helps to analyze data quickly and easily.

14. What is importing data in Excel?

→ Importing data means bringing data from another file or source into Excel.

15. What is exporting data?

→ Exporting data means sending Excel data to another file or application.

Unit-4

16. What is IF() functions?

→ The IF() function checks a condition and returns one value if true and another if false.

17. What is VLOOKUP()?

→ VLOOKUP() searches for a value in the first column and returns a related value from another column.

18. What is COUNTIF()?

→ COUNTIF() counts the number of cells that meet a given condition.

19. What is CONCATENATE() function?

→ CONCATENATE() joins two or more text values into one.

Unit - V

20. What is a Macro in Excel?

→ A Macro is a recorded set of instructions used to automate repetitive tasks in Excel.

Unit - 1

1. Microsoft Excel Interface and its Components.

→ The Microsoft Excel Interface is the screen layout that helps users work with data easily.

Main components are :-

1. Title Bar :- Shows the file name.
2. Quick Access Toolbar :- Contains Save, Undo, Redo commands.
3. Ribbon :- Contains tabs like Home, Insert, Data with tools.
4. Formula Bar :- Used to enter or edit data and formulas.
5. Worksheet Area :- Area of rows and columns where data is entered.

6. Status Bar :- shows information like sum, average, zoom level.

2. Explain entering, editing and formatting data in Excel.

→ Excel allows users to enter, modify and format data easily.

- Entering Data :- Data is entered by clicking on a cell and typing text, numbers or formulas.

- Editing Data :- Existing data can be edited by double-clicking the cell or using the formula bar.

- Formatting Data :- Formatting improves the appearance of data. It includes changing font style, size, color, alignment, borders and number format (currency, date, percentage).

- Proper formatting makes data easy to read and understand.

3. Explain creation of charts in Excel :-

→ Charts are graphical