

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 PivotTable.

→ 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 and all the important Excel functions:

16. What is IF() function?

→ 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

- Q. What is a Macro in Excel?
- A Macro is a recorded set of instructions used to automate repetitive tasks in Excel.

• Unit - I

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 filename of the file.

2. Quick Access Toolbar :- Contains Save, Undo, Redo commands.

3. Ribbon :- Contains tabs like Home, Insert, Data with tools.

4. Formula Bar :- Used to monitor 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