1. What is the ribbon in excel?

* The Ribbon in Excel is the toolbar at the top of the Excel window. It contains all the commands and tools you need to work with your spreadsheet. It is divided into tabs, and each tab is further divided into groups of related commands.

1. Explain data validation in excel.

* The types of values that a person may enter into a specific cell or a range of cells are limited by data validation. Choose the "Data Validation" option under "Data Tools" on the Data tab. Choose the data validation type you want to use. For example, a 'Name' column has data validation applied to it so that it will only take text entries. It will throw an error if you enter anything other than text.

1. Explain the difference between SUBSTITUTE and REPLACE in excel.

* SUBSTITUTE - Purpose: It replaces specific text in a string with something else. How it works: You tell it what text to find and what to replace it with.
* REPLACE - Purpose: It replaces text in a string based on its position. How it works: You specify the starting position, number of characters to replace, and the new text.

1. What is a macro in excel?

* A macro in Excel is a tool that helps you automate repetitive tasks.
* Eg. If you always format a report with bold headings and specific colors, you can record a macro to do it for you in one click.

1. What is a pivot table?

* A pivot table is a tool used to quickly summarize, analyze, and organize data in a table format. It allows you to rearrange or "pivot" your data to view it from different perspectives without changing the original dataset.
* Summarizes Data: It helps calculate totals, averages, or counts for groups of data.
* Reorganizes Data: You can drag and drop fields to create a new view of your data.
* Filters Data: You can filter to see only specific parts of the data.

1. How does a slicer work in Excel?

* Excel uses slicers to easily filter Pivot Tables. Even more, you can link numerous slicers to numerous pivot tables.
* Do the following to add a slicer to the pivot tables: Choose any cell in the pivot table by clicking it. Select Analyze, then Filter, then Insert Slicer.

1. What is a cell address?

* On a worksheet, a specific cell is identified by its cell address. It is determined by the appropriate column letter and the corresponding row number.

1. What do you understand by “freeze panes” in MS excel?

* With freeze panes, any row or column can be locked. Even if we vertically or horizontally scroll the sheet, the locked row or column will still be visible on the screen. Observe the instructions below to freeze panes in Excel.
* Choose the Rows and Columns you want to Freeze first.
* Then choose Freeze Pane from the View tab.
* Now, you have the following three options to pick and choose which rows and columns to freeze.

1. How can one restrict copying a cell from a worksheet?

* To restrict someone from copying a cell from our worksheet, we need to follow the steps given below:
* Select the data you wish to safeguard first.
* Press Ctrl, Shift, and F. It then shows the Format Cells tab. Select the Protection tab. Click OK after selecting Locked.
* Then, click Protect Sheet from the Review menu. To secure the sheet, enter the password.

1. Write the differences between COUNT, COUNTA and COUNTBLANK.

* COUNT: The number of cells with simply numerical values is counted. Blank cells, special characters, and cells with string values will not be included in the calculation.
* COUNTA: The number of cells with any kind of content is counted. Numeric data, special characters, and string values contained in cells will all be counted. A blank cell will not be taken into account, though.
* COUNTBLANK: It solely counts the number of blank cells, as the name would imply. Content-containing cells will not be taken into account.

1. How can we combine text strings from several cells into one cell?

* Use the CONCATENATE command to combine text strings that are contained in numerous cells into one cell. Up to 30 text pieces can be joined using the Excel CONCATENATE function, which returns the result as text.
* The Excel Concatenate function has the following syntax: CONCATENATE (text1, text2, ..).

1. What are spreadsheets?

* Spreadsheets are software programs that facilitate effective data organization, calculation, and sorting. A spreadsheet consists of rows and columns spread throughout. The total number of rows and columns on an MS excel worksheet is 1,048,576 rows by 16,384 columns.

1. What is VLOOKUP in excel? How does the VLOOKUP function work?

* VLOOKUP stands for Vertical Lookup. It is a function in Excel used to find specific information in a table or range of data. It searches for a value in the first column of a table and returns a value from a different column in the same row.
* The VLOOKUP function works by following these steps:
* Search for a Value: It looks for a value in the first column of a table (e.g., "ID" or "Name").
* Go Down Vertically: It searches vertically (down the column) to find the row where the value matches.
* Return a Value: It retrieves the corresponding value from a specified column in the same row.
* lookup\_value: The value you want to find (e.g., "101").
* table\_array: The range of data where the search will happen (e.g., A1:D10).
* col\_index\_num: The column number from which you want the result (e.g., 2 for the second column).
* range\_lookup: TRUE for an approximate match, FALSE for an exact match.

1. How is VLOOKUP different from LOOKUP?

* The user can use VLOOKUP to search for a value in a table's leftmost column. The value is then returned in a left-to-right way. On the other hand, the user can search for data in a row or column using the LOOKUP function. It shows up the value in a different row or column.