**Excel Assignment 3**

Q1:- What do you mean by “Relative Cell Referencing” in MS Excel and “Absolute cell referencing”?

Ans:- Every cell in a worksheet has a different reference that defines its position, for example, A1 or A2, etc…. In a spreadsheet, there are two types of cell reference, Relative cell reference, and Absolute cell reference. A relative cell reference is copied in multiple cells, the cell formula will change on bases of the relative position of rows and columns.

Absolute references are noted by a dollar sign “$” in front of the cell reference. So, a relative cell reference will look like =A1:A10 but an absolute reference might look like =$A$1:$A$10.----------------------------------------------------------------------------------------------------------------------------------------------------

Q2:- How to secure an excel workbook, demonstrate it with an example.

Ans:- You have 3 choices when it comes to protecting a Workbook, Encrypt the entire workbook with any password, make the workbook read-only for users, or protect just the structure of an Excel workbook. For the best protection, you can encode the file with a password.

Steps are mentioned below to protect your workbook: -

1. Click Review and Protect Workbook.

2. Enter a password in the blank box.

3. Select OK, and re-enter the password to confirm it, then select OK again.

Please find the example of the protected workbook mentioned in the folder.

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Q3:- Explain the pivot tables and their implementations.

Ans:- A pivot table is very good for organizing large data in Microsoft Excel. This tool takes a user’s data and converts the header of each column into a data option which can be simply manipulated by the user. Columns which has data can be removed, added, or moved in the table very easily. The pivot table filters the source of data for the conditions in the Fields, Columns, and Rows areas.

Pivot tables help to summarize data in a fast and easy manner. The Pivot table helps in making a short summary out of thousands of rows and columns of disorderly data.

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Q4:- Explain lookup in excel with suitable examples.

Ans:- LOOKUP function categorized under lookup and reference functions. When you have to search a specific data in single row or single column, we can use the lookup function; its main use is to Lookup a value in a one-column or row range or an array (two-dimensional array (table) of data. We have multiple LOOKUP functions in excel –

|  |  |  |  |
| --- | --- | --- | --- |
| LOOKUP | HLOOKUP | VLOOKUP | INDEX MATCH |

Please find the example of LOOKUP functions mentioned in the folder.

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Q5:- What is Data validation, and how to implement it in Excel?

Ans:- Data validation is a function in Excel, which is used to restrict what a user can type in a cell of excel sheet. Like, restrict entries in a sheet, such as a date or numbers only. For example, A user can specify select any text from the fixed dropdown list which will help to reduce data discrepancy.

Select any validated cells and open the Data Validation dialog box 1. Data tab 2. Data Validation. Do the required changes. Select the Apply these changes to all other cells with the same settings.