

Question 1 : Explain the difference between Absolute, Relative, and Mixed Cell Referencing in Excel with examples.

=Relative Cell Referencing (A1)

The reference changes automatically when a formula is copied to another cell.

Example:

Formula in C1 =A1+B1

Copied to C2 =A2+B2

Absolute Cell Referencing (\$A\$1)

The reference remains fixed, even when the formula is copied.

Example:

Formula =A1*\$D\$1

When copied, \$D\$1 does not change.

Mixed Cell Referencing (\$A1 or A\$1)

Either the row or the column is fixed, while the other changes.

Example:

=A\$1*B1 : Column A is fixed, row changes

=A1*\$B1 : Row 1 is fixed, column changes

Question 2 : What is a Macro in Excel? How does it help in automation?

=A **Macro in Excel** is a recorded set of actions or VBA code that automates repetitive task
Automation benefit: It saves time, reduces errors, and performs tasks with a single click

Question 3 : What are Text Functions in Excel? Mention any five with examples.

=LEFT() – Extracts text from the left

Example: =LEFT("Excel",2)

RIGHT() – Extracts text from the right

Example: =RIGHT("Excel",2)

MID() – Extracts text from the middle

Example: =MID("Excel",2,3)

LEN() – Counts number of characters

Example: =LEN("Excel")

UPPER() – Converts text to uppercase

Example: =UPPER("excel")

Question 4 : What is the use of Scenario Manager in decision making?

=**Scenario Manager** in Excel is used to analyze **different possible outcomes** by changing input values.

It helps compare best-case, worst-case, and most-likely scenarios to make better, data-driven decisions.

Question 5 : Define the purpose of VLOOKUP and HLOOKUP. How are they different from XLOOKUP? Which among XLOOKUP and INDEX-MATCH is best while usage?

=**VLOOKUP**: Searches for a value vertically in the first column and returns a matching value from another column.

HLOOKUP: Searches horizontally in the first row and returns a value from another row.

Difference from XLOOKUP:

XLOOKUP works both vertically and horizontally, does not require the lookup column to be first, and is more flexible and accurate.

Best to use:

XLOOKUP is generally best due to simplicity and flexibility; **INDEX-MATCH** is preferred in older Excel versions or complex models.