1. **How can you merge multiple sheets into one?**

Answer: There are different ways to append data from multiple sources into one, the hard way is to copy the data from original files and paste them into a master file or use the get data option available in the data tab or even develop a VBA code to execute this.

I prefer the get data option as it has many other built-in features like cleaning data, organizing it, it can also be created as a data model for reuse in future. To access the multiple sheets appending open from the ribbon go to the data tab> Get data > choose from the available options to start the process into Power Query and Power Pivot workspace.

1. **Explain Power pivot tables and its uses?**

Answer: A pivot table is a tool that allows for quick summarization of large data. It automatically performs a sort, count, total or average of the data stored in the spreadsheet and displays result in another spreadsheet. It saves a lot of time.

1. **How can you merge and append tables in Excel?**

Answer: By using Merge and Append in Power Query, Get and Transform in Data Tab

1. **How will you merge multiple sheets into a single sheet in a short period?**

Answer: The fastest way to do this is to use a power query in office 365, to get to this. We need to file in same column labels so that the tables/sheets can be mapped accordingly. Steps to get this are

1. Data tab > Get Data > From File > From Folder
2. Select the folder, Click ok and at the folder screen click Transform Data:
3. Expand the Tables, Click on the double down arrow on the Custom column > click OK:

We can further modify the data, columns that we need/and we do not need and load it all as a data model, load it as a power pivot or load as a table. With these simple process we can more data present in single folder into single sheet with very easy steps.

1. **What is grouping in a Pivot table?**

Answer: Grouping in pivot tables helps understand a frequency of a number. This works only for columns having numbers. Assuming we have a column having age of certain population, to know the count of different age groups we do not require to create another supporting column. Use the group feature after creating the pivot, drop the age field into the row section then group it by 5. this will show the minimum + 5 till the max and the value field can be count or contribution count. Grouping is used for ‘Date and Time’ data also, to see range of duration. The column should be formatted as ‘date and time’. One can group time from seconds, minutes, hours, days, Quarters, Months and years.

1. **You can find CHART STYLES on the \_\_\_\_\_\_\_\_\_ tab of the PivotChart Tools.**
   1. Insert
   2. **Design**
   3. Format
   4. Analyze
2. You can use \_\_\_\_\_\_\_\_\_\_\_ inside a PivotChart to filter data.
   1. **Slicer**
   2. Timetable
   3. Field drop-down boxes
   4. Filter
3. A chart that uses a PivotTable as its source of data.
   1. Pie
   2. **PivotChart**
   3. Bar
   4. Line
4. A PivotChart is normally based on an existing:
   1. Named Range
   2. PivotSheet
   3. **PivotTable**
   4. What-If Analysis
5. Which Excel group on the PivotTable Tools, Analyze tab has the option to insert a slicer in a PivotTable?
   1. Actions
   2. Data
   3. **Filter**
   4. Calculations
6. Allison is working with a PivotTable in Excel, but the PivotTable Fields Pane has disappeared. In order to make the PivotTable Fields Pane reappear, she must click on:
   1. **Any active cell with showing data**
   2. Any cell outside of table
   3. Any empty cell
   4. The FX icon
7. Kenneth would like to analyze large amounts of data in many different ways. Which report could Kenneth use to summarize data by categories and subcategories, expand and collapse levels of data to drill down and filter results, or move rows to columns or columns to rows to examine different summaries of the data?
   1. **PivotTable**
   2. PowerChart
   3. Query
   4. Slicer
8. For a Power Pivot model to work properly, the data should be formatted as a:
   1. Chart
   2. PivotChart
   3. PivotTable
   4. **Table**
9. An advantage of using the Power Pivot model over standard PivotTables is the ability to:
   1. Filter data
   2. Sort data
   3. Use aggregate functions
   4. **Use data in multiple related tables**
10. Damon wants to be able to view test scores for one subject area at a time in his PivotChart. Where should he drag the “Subject” field in the PivotChart Fields Task Pane Options?
    1. Columns
    2. **Filters**
    3. Rows
    4. Values
11. What is the main goal of data visualization?
    1. **To help turn data into information**
    2. To make great looking dashboards
    3. To make great charts
    4. Don’t know
12. What is a dashboard?
    1. **A visual summary of key metrics**
    2. A document that tells us how to fix issues in the organization
    3. A single page of charts
    4. Don’t know
13. What is the main purpose of a dashboard?
    1. Display the organization’s key metrics
    2. **Provide solutions to the organization’s issues**
    3. Expose problems in the organization
    4. Don’t know
14. Which of the following is a data transformation feature in Power BI?
    1. Data modeling
    2. Data visualization
    3. Data exploration
    4. **Data cleansing**
15. Types of cardinality NOT present in Power pivot
    1. One to one
    2. One to many
    3. Many to one
    4. **Many to many**