1. **What is Data Validation?**

Answer: It validates the data to be entered based on underlined rules for the designated cell/cell range. For instance, We have New Joined Information form, in the Name cell, Length of name should be more than 5 letters, if not excel should not allow the entry and throw error pop box. This can be done using Data tab 🡪 Data Validation.

1. **What is the shortest way to find the unique values from a given range?**

Answer: We can use the function =UNIQUE(range) which will show all the unique values in the given range. This function is available only in Office 365 version. Other versions can do the same activity, but it has a hard way, this is by removing duplicate values from the range (we need to create a copy of the range, else we will spoil the original data), to remove duplicates we must go to ribbon DATA>under data tools>REMOVE DUPLICATES. Or use ‘Advanced filter’ to extract ‘unique value’ to other sheets.

1. **What is a CORREL function?**

Answer: CORREL is a shorter name of corelation, the function helps us to find if the two given variables have any relationship with each other, -1 output mean the of one of the variables drops the other will increase or vis-a-vis. Positive sign means if one increases the other variable also increases. Example, if the age of a person increases then the weight increases is an example of positive corelation.

1. Can we use Formulas and functions to give Data Validation?

Answer: Yes, logical formulas can be used. Wherever logic output is ‘TRUE’, DATA validation will allow the value to be entered otherwise stop it.

1. How do you create dropdown lists in Excel?

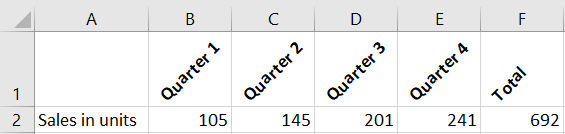
To create dropdown lists, follow the given steps:

Click on Data tab present in the ribbon

Then, from the Data Tools group, click on Data Validation

Navigate to Settings>Allow>List

Select the source list array

1. You want to be able restrict values allowed in a cell and need to create a drop-down list of values from which users can choose. Which feature should you use?
   * Project Worksheet
   * **Data validation**
   * Conditional Formatting
   * Allow Users to Edit Ranges
2. Which situation will result in a #REF! error?
   * **The cell referenced in the error message has been deleted**
   * A nonnumeric agument is used in a function when a numeric value is expected
   * A required operator is omitted in a formula
   * The formula contains an undefined range
3. Which feature allows formatting to be automatically added to new columns and rows?
   * AutoFormat
   * conditional formatting
   * **Format as Table**
   * PivotTable
4. You want to restrict a user from entering any amount greater than $100 or less than $20 in a row. Which Excel feature would you use?
   * There is not a feature in Excel that will do this.
   * Data Limiting
   * Data Parameters
   * **Data Validation**
5. What is the output of the formula =(8+2\*3)/2?
   * 13
   * 15
   * 11
   * **7**
6. [](https://camo.githubusercontent.com/848cb90481fa70e7a0c7edb6a004dea43256ebccbae4879177fd3fd1f860ab98/68747470733a2f2f63646e2e6c796e64612e636f6d2f7175657374696f6e2f3630643232613361343938656465333335383836383131392f3630643232613361343938656465333335383836383131392d31363234343832353238333536)What feature allow you to make the text appear as it does in cell B1:F1?
   * cell border
   * merge cells
   * **text orientation**
   * wrap text
7. . You want to restrict the values entered in a cell to a specified set, such as Hop, Skip, Jump. Which type of data validation should you use?
   * input range
   * **list**
   * custom
   * database
8. Which of the formulas will you use to round up the salary figure from cell F17 to the nearest thousand?
   * **(a) =MROUND(F17,1000)**
   * (b) =FLOOR.MATH(F17,1000)
   * (c) =CEILING.MATH(F17,1000)
   * (d) =ROUNDUP(F17,1000)
9. You can assign sequential serial number (1,2,3, etc.) to the rows by using the formula and AutoFill –
   * **(a) =ROWS($B$5:B5)**
   * (b) =ROWS(B5)
   * (c) =ROW(B5)-3
   * (d) Both a&c
10. The Not Equal operator in Excel is –
    * (a) =!
    * **(b) <>**
    * (c) !=
    * (d) ||
11. Circular reference in Excel formula is –
    * **(a) A reference that relies on itself**
    * (b) A type of the absolute cell reference
    * (c) A reference that Speeds up calculation
    * (d) None of these
12. To fill down a formula, you need to use the following shortcut –
    * **(a) Ctrl+D**
    * (b) Alt+D
    * (c) Shift+D
    * (d) Ctrl+Alt+D
13. Which of the following shortcuts can be used to use the Flash Fill feature?
    * (a) Ctrl+F
    * **(b) Ctrl+E**
    * (c) Alt+E
    * (d) Alt+F
14. If you want to display the remainder after you divide 100 by 3, then you should use –
    * **(a) =MOD(100,3)**
    * (b) =DIV(3,100)
    * (c) =MODE(100,3)
    * (d) =REMAINDER(100,3)
15. To refer to a cell reference from another worksheet, you can –
    * (a) navigate to the sheet and click on that cell
    * (b) type the sheet name, add !, and include the cell address
    * **(c) both of these**
    * (d) It is not possible in Excel
16. Which of the following functions can handle all kinds of errors?
    * (a) IFNA
    * **(b) IFERROR**
    * (c) ISERROR
    * (d) ALLERROR
17. Which of the following is NOT a type of data validation rule?
    * (a) Whole number
    * (b) Date
    * (c) Custom
    * **(d) None of the above**
18. What is the function of the IFERROR function in Excel?
    * (a) It returns a value if a cell contains an error
    * (b) It hides errors in a cell
    * (c) It replaces errors in a cell with a specified value
    * **(d) It displays a custom error message in a cell**
19. To display the applied formula to a cell, you should use –
    * **(a) =FORMULATEXT(Cell\_Reference)**
    * (b) =TEXTFORMULA(Cell\_Reference)
    * (c) =FORMULASTEXT(Cell\_Reference)
    * (d) =SHOWFORMULA(Cell\_Reference)