**Short Questions**

### Q1. How to replace one value with another in MS Excel?

### Q2.  What is Freeze Panes in MS-Excel?

### Q3. **How is sorting different from filtering in MS excel?**

### Q4.**Can you protect cells of a sheet from being copied? If yes, then write steps.**

**Long Questions**

Q1. Discuss the uses of analysis tool pack. Also write down the steps for activating it in Excel.

Q2. List down the advantages of sorting and filtering in excel.

Q3. Explain how to sort data in an excel spreadsheet by taking a suitable example.

Q4. What do you mean by data analysis? Elaborate all the levels of data analysis.