**Ans.** A pivot table is tool that can summarize large data in an interactive way. In data analytics it is used to summarize and analyse data from a worksheet or spreadsheet by grouping values into categories. Hence it can be used for decision making.

**Ans.** We can remove duplicates by selecting the data first. Secondly, we need to go the data tab and in data tool ribbon we will get the remove duplicate option. By clicking on the option, we will come across a pop-up message which will show the count of duplicates and further proceeding we can remove them.

**Ans.** Conditional Formatting is used to spot trends and patterns in a data by highlighting important values using different colour and icons. We can apply conditional formatting for a range of cells and can create rules that determine the format of cells based on their values.

**Ans.** Data validation tools limits the type of data that can be entered in a cell. There are three validation tools to improve data quality. First is the Settings tab under which we can set a condition for the type of data user will enter. Under the Input Message tab, we can customize a message for users to see while entering data. Last is Error tab under which we can customize error message if an error occurs while entering invalid data.