**EXCEL**

**1). What is Format painter?** Format painter is use to copying the style of source to another place. **2). What is Transpose?** Transpose is orientation of changing the vertical range of cells into horizontal range or vice versa. **3).What are the Different type of cell reference?** 3 type of cell reference 1. Relative cell reference 2. Absolute cell reference3. Mixed cell reference **Relative cell reference** cell address will change as we drag the formula down or toward right. **Absolute cell reference** absolute cell referencemeans locking the column letter and row number by dollar ($) sings. That means row and column won’t change when we drag the formula or copied to another cell. For Example: $A$1

**Mixed cell reference**

Mixed cell reference means that part of the reference is fixed, either the row or column and the other part is relative . For Example: $A1 column A is locked,

A$1 row 1 is locked

**4).Difference b/w Absolute reference and Mixed reference**

|  |  |
| --- | --- |
| **Absolute reference** | **Mixed reference** |
| the cell reference remains constant and does not change when copied to other cell. | Only a part of the reference is fixed, either row or column and other remains relative when the formula is copied to other cell. |
| Ex: $A$2 | Ex: $A2, A$2 |

**5). What is Heat map?** Heat map is a visual representation of the data using color codes.  **6).What is conditional formatting?** Conditional formatting is use to highlight cells with a certain a color depending on the cells value.  **7). What is Dashboard?** Dashboards is a data visualization method which display the overview of large data tracks in the same window.

**8). What is difference b/w Dashboard and Report**

|  |  |
| --- | --- |
| Dashboard | Report |
| It contains a real time data. | it contains much more detailed information. |
| It displays the summary of large data on a single screen. | it displays the summary of large data on either single screen or multiple screen |
| It will presume high level of understanding of the subject matter by the reader and will not include much explanation. | it generally includes written explanation of data presented and also accompanied by summaries. |

**9). Explain the Network days function.** Network days function calculates the number of working days between two dates excluding weekends (Saturday and Sunday). It also allow to skip holidays and only count business days. Formula : =NETWORKDAYS(Start\_ day,end\_ date,[holidays]) For example : =NETWORKDAYS(E3,F3,K2:K5)  **10). Difference b/w Days 360 and Network days Days 360 :** Days360 function returns the number of days between two dates based on a 360day year (30 day per month)

Formula: =days360(start\_date, end\_day[method])

For example : =DAYS360(E2,F2)  **Network days :** This function calculates the number of working days between two dates and can optionally exclude a list of holidays supplied as dates.  **11). Difference b/w V lookup,H lookup and Index match. Vlookup** :  vlookup function used to look up data in a table organized vertically.

vlookup formula : =VLOOKUP (value, table array, col\_index, [range\_lookup])

**Index Match**: Index match function returns a value or the reference to a value from within a table or range.

Formula : =index(array, row\_num,[column\_num]).  **Hlookup :** Hlookup stands for Horizontal Lookup and can be used to retrieve information from a table by searching a row for the matching dataFormula : =HLOOKUP(value, table array ,row index num,[range lookup])  **13). What is Subtotal Function? and when we should use it?** Subtotal function to exclude filtered or hidden rows when calculating a total and this can calculate, such as Sum, Average, Count or Max  **14). Explain offset function?** Returns a reference to a range that is a specified number of rows and columns from a cells. OFFSET can be used with any function expecting a reference argument.

Formula: OFFSET(reference, rows, cols, [height], [width]).

For example: the formula SUM(OFFSET(C2,1,2,3,1)) calculates the total value of a 3-row by 1-column range that is 1 row below and 2 columns to the right of cell C2. **15). What is Nested function?** Nested function is defined with another function.

For example: =IF(AVERAGE(F2:F5)>50,SUM(G2:G5),0)

The AVERAGE and SUM functions are nested within the IF function

**16). Explain dual axis or secondary axis?**

1.Select a chart to open Chart Tools.

2. Select Design - Change Chart Type.

3. Select Combo - Cluster Column - Line on Secondary Axis.

4. Select Secondary Axis for the data series you want to show.

5. Select the drop-down arrow and choose Line.

6. Select OK.

**17). What is Difference b/w SUMIF and SUMIFS**

**SUMIF**:

 Adds all the numbers in a range of cells based on condition in an array

Formula : =SUMIF(range, criteria, [sum range])

For example: =SUMIF(B2:B25,">5")

**SUMIFS :**

SUMIFS is a function help us to add different value based on multiple criteria.

Formula: =SUMIFS(range, criteria\_range1, criteria\_range2,…..)

**18). What is Difference b/w COUNT and COUNTA**

**COUNT**:  COUNT function counts the number of cells that contain numbers, and counts numbers within the list of arguments.

ex :  =COUNT(A1:A20).

**COUNTA :** COUNTA function returns the count of cells that contain numbers, text, logical values, error and values but does not count blank cell

Ex :