

Assignment-1

* Short Questions.

1 Difference between Paste and Paste Special in Excel?



Paste:- when you copy the contents of a cell, you want to Paste just the value and not the underlying formula, in this situation Paste is used.

* Paste Special:- Paste Special is an extremely powerful tool allowing you to Paste only certain aspects of your copied data, such as the value without the underlying formula.

→ It also provides the user with a means of consolidating data, creating links and transposing data lists.

2 what is difference between Auto Text and Auto correct?

→ * **AUTO TEXT**:- Auto text allows you to assign text, tables, graphics and other item to a key combination.

* **AUTO CORRECT**:- Auto correct function has a long list of common misspellings and typing errors which it corrects automatically.

3 what is the use of Split and Freeze pane in Excel?

→ * **SPLIT**:- There is a very useful feature called split panes in Excel which can separate the worksheet into more than one copies so that you can view and compare the data at the same time.

* **FREEZE PANE**:- If you set up a worksheet with row and column headings these headings will not be visible when you scroll down or to the right. ms Excel provides a ready solution to this problem with freezing panes.

freezing panes keeps the headings visible while you're scrolling through the worksheet.

4 what is active cell, Range, Region and wrap text?



* Active cell: Currently selected cell is called active cell.

* Range: You can also select multiple cells at the same time. A group of cells is known as a cell range.

* Region:

4 what is active cell, Range, Region and wrap text?



* Active cell: Active cell refers to the currently selected cell in spreadsheet. It can be identified by a bold outline that surrounds the cell.

- * Range: In a spreadsheet, a cell range is a collection of selected cells.
- * Region: This cell range is usually symmetrical but can exist of separate cells just the same. A cell range can be referred to in a formula.

5 Difference between soft copy and hard copy?

→

* Soft copy:

- Soft copy is a non printed document file.
- soft copy requires an electronic interface like computers or mobiles etc. to read and display.

* Hard copy:

- Hard copy is a printed document.
- Hard copy does not require an electronic interface like computers or mobiles etc. to read and display.

6 How does you convert lower case letter to upper case letter and upper case letter to lower case using keyboard without menu?



* lower case letter to upper case.

- Select the text that you want to convert from lower case to upper case. And Press Shift + F3 to lower case to upper case.

* upper case letter to lower case.

- Select the text that you want to convert from upper case to lower case. And Press Shift + F3 to upper case to lower case.

7 Difference between save, save as, save all
→ Difference between save, save as, save all is as follow

- ~~Save~~: File can be saved from file
- ~~Save~~: Whenever you want to save your workbook you do all your saving on the File tab.
- ~~Save As~~: Your workbook for the first time, in a different location, or to create a copy of your workbook in the same or another location.
- ~~Save All~~:

8 How many rows and columns are there in excel?

- There are maximum number of rows: 10,48,576
- There are maximum number of columns: 1024

* long questions

Q. 1 What is sorting, and filter? How to apply sorting and filter in ms-Excel?

- The sorting tool allows you to sort by data, number, alphabetic order and more.
- The filter tool gives you the ability to filter a column of data within a table to isolated the key components you need.

* sorting quickly.

1 Select a single cell in the column you want to sort.

2 Click Sort A to Z to perform an ascending sort.

3 Click Sort Z to A to perform a descending sort.

* filter quickly

- 1 Select the Data tab, then click the filter command.
 - 2 Click the dropdown arrow for the column you want to filter.
 - 3 The filter menu will appear.
 - 4 When you're done click OK.
- 2 Explain consolidation and text to co

Q.2 Explain sumif, countif, if functions.

→ sumif :- (test range; condition; sum range); conditionally sums the contents of cells in a range.

e.g =sumif(A1:A9;">0")

olp - returns the sum of numbers more than 20 in A1:A9

e.g - sumif(A1:A9; "jeans", B1:B9)

O/P - where cells in A1:A9 contain either jeans or pants and cells

⇒ Count if = (test-range; condition); counts the number of cell in a range that meet a specified condition.

e.g = countif(C2:C8; ">=20")

O/P = returns the number of cell in C2:C8 whose contents are numerically greater than or equal to 20

⇒ if = (condition, value-if-true, value-if-false):
it check the logical condition of a statement and returns one value if a condition you specify evaluate to TRUE and another value if evaluate to FALSE.

e.g - = if(A1>10, "over 10", "10 or less")

O/P - returns "over 10" if A1 is greater than 10, and "10 or less" if A1 is less than or equal to 10

- 3 write a note on spelling and grammar check utility.
- open office provides a decent spelling and grammar checker which enables you to search for and correct all spelling and grammar mistakes in your document. It is intelligent enough to identify misspelled or misused as well as grammar errors and underline them as follows.
- 1 A red underline beneath spelling - errors.
- 2 A green underline beneath grammar - errors
- For Autospell check there is a toggle button available in toolbar.
- For spelling correction Click-on spelling tool as shown in above figure to open dialog box. [shortcut key:- F7]
- 4 Explain consolidation and text to column with example.
- consolidation data: it is a method of bringing together source data from many worksheet locations, applies one of several functions and

then display the information in master sheet.

- it is used to summarise data from multiple worksheets into a single worksheet.
 - For example the, the expenses from different offices can be totaled on another worksheet.
 - The link between consolidate file and source file can be possible to save all updated information of source file is called linked consolidation.
- * Text to column: will parse the text written in a column and split it apart into column beside it using whichever delimiter character you choose including tab, comma, space or semicolon. A delimiter simply means a separator.

STEP 1:- select the range of data you want to separate then go to Data → Text to column.

Step 2: Now check comma in "Separator option" which will show you how data will appear when separated in grey pane of dialog then click on ok.

q. 5 what is chart? Explain type and each wizard in brief.

→ Chart:

A chart is a graphical representation of data in which the data is represented by symbols, such as bars in a bar chart, line in a line chart, or slices in a pie chart.

* Types of Charts:

1 Column chart:- A column chart is a data visualization where each category is represented a rectangle, with the height of the rectangle being proportional to the values being plotted. Column chart are also known as vertical bar charts.

- 2 Bar chart: A Bar chart is a chart with rectangle bars with lengths proportional to the values that they represent. The bars are plotted horizontally.
- 3 Pie chart: A Pie chart shows percentage values as a slice of a pie. A pie chart [for a circle chart] is a circular statistical graphic, which is divided into slices to illustrate numerical proportion. In a pie chart the arc length of each slice [and consequently its central angle and area] is proportional to the quantity it represents.
- 4 Line chart: A line chart or line plot or line graph or curve chart is a type of chart which displays information as a series of data points called "marks" connected by straight line segments. It is basic type of chart common in many fields.

5 scatter chart:- A Scatter Plot is a type of Plot using cartesian coordinates to display values from typically two variables for a set of data. The data are displayed as a collection of points, each having the value of one variable determining the position on the horizontal axis and the value of the other variable determining the position on the vertical axis.

q.6 explain functions in excel?

→

→ Functions in Excel:-

1 sum:-

The sum function adds values. You can add individual values, cell references or mix of all three. For example
For example :- =sum(A2:A10) adds the values in cells A2:A10

2 average:-

The average function Returns the average of the argument for example:- if range A1:A20 contains numbers, the

~~formula = Average(A1:A20)~~ returns the average those numbers.

3 Count:

The count function counts the number of cells that contain numbers and counts numbers within the list of arguments use the count function to get the number of entries in a number field that is in a range or array of numbers. For example: you can enter the following formula to count the numbers in the range A1:A20 = count(A1:A20). In this formula if five of the cells in the range contain numbers, the result is 5.

4 Max:

The max function return the largest value in a given list of arguments. From in a given set of numeric values, it will return the highest value. unlike the other functions.

Formula: = Max([num1], [num2])

Formula: = Max([num1], [num2], ...)

5 min:

The min function is categorized under Excel Statistical functions. min will return the minimum value of a given number from a given set of numeric values, it will return the smallest value.

Formula :- =min([num1][num2]....)

6 sumif:

The sumif function add values if condition is met, such as adding up all purchases from one category.

Formula :- =sumif(criteria, [sum range])

7 Pmt:

The Pmt function is calculates the payment for a loan based on constant payments and a constant interest rate. For example! If you are applying for a two year home loan with an annual interest rate of 7% and the loan amount of ₹ 2,00,000. A Pmt formula can tell you what your monthly payments will be.

8 `STDEV`:

The `STDEV` function calculates the standard deviation for a size sample set of data. Standard deviation measures how much variance there is in a set of numbers compared to the average of the numbers. The `STDEV` function is meant to estimate standard deviation in a sample.

9 `DATE`:

The `DATE` function creates a valid date from individual year, month and day components. The `DATE` function is useful for assembling dates that need to change dynamically based on other values in a worksheet.

10 `DAY`:

The `DAY` function returns the day of the month as a number between 1 to 31 from a given date. You can use `DAY` function to extract a day number from a date into a cell and feed a day value into another function, like the `DATE` function.

11 Time:-

The time function is a built-in function that allows you to create a time with individual hour, minute, and second components. A decimal number represents a particular time in excel.
=time(hour, minute, second)

12 Now:-

The now function in excel is a formula that displays the current date and time. It is automatically refreshed anytime the workbook is opened or a change is made. It can also be manually refreshed by pressing F9.

13 Hour: Hours:-

The hours function returns the hours components of a time as a number between 0-23. For example. with a time 9:30 am, hour will return 9. we can use the hour function to extract the hours into a cell, or feed the result into another formula like time function.

14 minute:

The minute function extracts the minute component of a time as a number between 0-59. For example:- with a time of 9:45 am minute will return 45. we can use the minute function to extract the minute into cell and feed the result into another function like the Time function.

15 month:

The month function extract the month from a given date as number between 1-12. we can use month function to extract a month number from a date into a cell, or to feed a month number into another function like date function.

16 second:

The Second function returns the second component of a time as a number between 0-59 for example with a time of 9:10:15 am ,second will return 15. you can use the second function to extract the second into a cell, or feed

the result into another formula, like the time function

17 DATEDIF:

The DATEDIF function returns the number of days between two dates based on a 360-day year. The DATEDIF function is categorized as a Date/Time function. It can be used as a worksheet function.

18 WEEKDAY:

The WEEKDAY function takes a date and returns a number between 1 to 7. That representing the day of week. By default, WEEKDAY returns 1 for Sunday and 7 for Saturday.

Q.7 Explain HYPERLINK, Footer and save as CSV.

→ HYPERLINK:

The HYPERLINK function creates a shortcut that jumps to another location in the current workbook, or opens a document stored on a network server or internet as the internet. When you click a cell that

contains a Hyperlink function. Excel jumps to the location listed, or opens the document you specified.

→ Header and footer:

You can add header or footer at the top or bottom of a Printed worksheet. For example you might create footer that has page numbers, the date and the name of your file. Header and footer are displayed only in Page layout view, Print Preview and on Printed Page.

→ Save as CSV:

A CSV is a comma-separated values file, which allows data to be saved in a tabular format. CSV files look like a garden-variety spreadsheet but with a .CSV extension. CSV files can be used with most any spreadsheet program, such as Microsoft Excel or Google Sheets.