

Assignment - 1

Q-1. Difference between Paste and Paste Special in Excel ?

→ Paste :-

Paste is feature that lets users cut or copy items from a document and transfer them to another.

Paste Special :-

Paste Special allows the items being transferred to be formatted in several different ways.

Q-2. What is Difference between Auto Text and Auto Correct ?

→ The main difference between Auto Text and Auto Correct is the degree of automation.

Auto correct :-

AutoCorrect changes what you type with no intervention from you if it recognises something as an AutoCorrect Item it will

automatically replace it.

Auto Text :-

Auto Text on the other hand only replaces what you type when you tell it to.

Q-3. What is the use of Split and Freeze Panes in Excel?

→ Split Panes :-

In Split Panes, Excel splits its worksheet window vertically along the left-side of selected Column or horizontally along the top-side of selected Row.

Freeze Panes :-

Freeze Panes just freeze Excel worksheet window vertically along the left-side of selected Column or horizontally along the top side of selected row.

Q-4. What is Active cell, Range, Region and Wrap Text?

→ Active cell :-

The intersection of a row and column in a spreadsheet that is currently selected.

Range :-

A cell range in an Excel file is collection of selected cells.

Wrap Text :-

Excel can wrap text so it appears on multiple lines in a cell.

Q-5. Difference between Softcopy and Hardcopy?

→ 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 file. Hard copy does not require an electronic interface like computers or mobiles etc to read and display.

Q-6. How do you convert lower case letter to uppercase letter and uppercase letter to lower case letter without using keyboard menu?

- - Select the text you want to change.
- Once Select click Format and then change Case.

Q-7. Difference between save, save as and save all.

- Save helps to update the lastly preserved file with the latest content while Save As helps to store an existing file to a new location with the same name or a different name and Save all help to save

all current content.

Q-8. How many rows and columns are there in excel?

→ There are 1,048,576 rows and 16,384 columns in Excel.

Long

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

→ Sorting :-

The sorting tool allows you to sort by date, number, alphabetical order and more.

How to apply :-

- Select a single cell in the column you want to sort.
- On the Data tab, in the Sort & filter group, click sort.
- In the sort dialog box, under column, in the Sort by or Then by box, select the column that you want to sort by a custom list.

→ Filtering :-

The filter tool gives you the ability to filter a column of data within a table to isolate the key components you need.

How to apply :-

- Select any cell within the range
- Select Data > Filter
- Select the column header arrow
- Select text filter or number filters, and then select a comparision, like Between.
- Enter the filter criteria and select OK.

Q-2. Explain SumIf, CountIf, IF functions

→ Sumif :-

Add values if a condition is met, such as adding up all purchases from one category.

→ Countif :-

Countup the number of items that meet a condition, such as counting the number of times a name appears in a list.

→ If ↗

The IF function is one of the most popular functions in Excel and it allows you to make logical comparisons between a value and what you expect. So an If statement can have two results. The first result is if your comparison is True, the second if your comparison is False.

Q-3. Write a note on Spelling and grammar check utility.

→ Excel provides us spelling and grammar check utility to search and correct all spelling and grammar mistakes in your document. It is intelligent enough to identify misspelled or grammar errors and underlines.

- A red underline indicates spelling errors.
- A green underline indicates grammar errors.

Q-4. Explain consolidation and Text to Column with example.

→ Consolidation :-

Data Consolidation allows you to gather together your data from separate worksheets into a master worksheet. In short, the Data Consolidation function takes data from a series of worksheets or workbooks and summarizes it into a single worksheet that you can update easily.

→ Text to Column :-

Text to column is used to split the text into multiple columns. For example, if you have a first name and last name in the same cell, you can use this to quickly split these into two different cells.

Q-5. What is chart? Explain type and each wizard in brief?

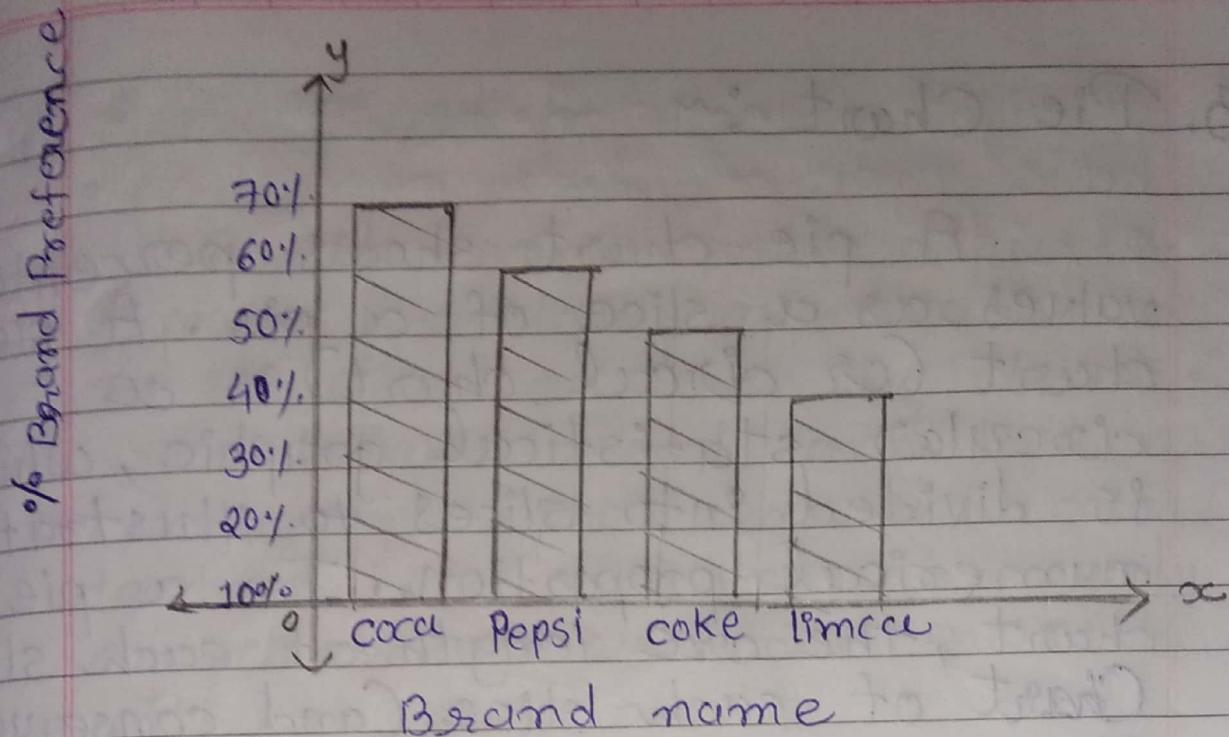
→ Chart :-

A chart is a tool you can use in Excel to communicate data graphically. Charts allows your audience to see the meaning behind the numbers, and they make showing comparisons and trends much easier.

→ Type of Charts :-

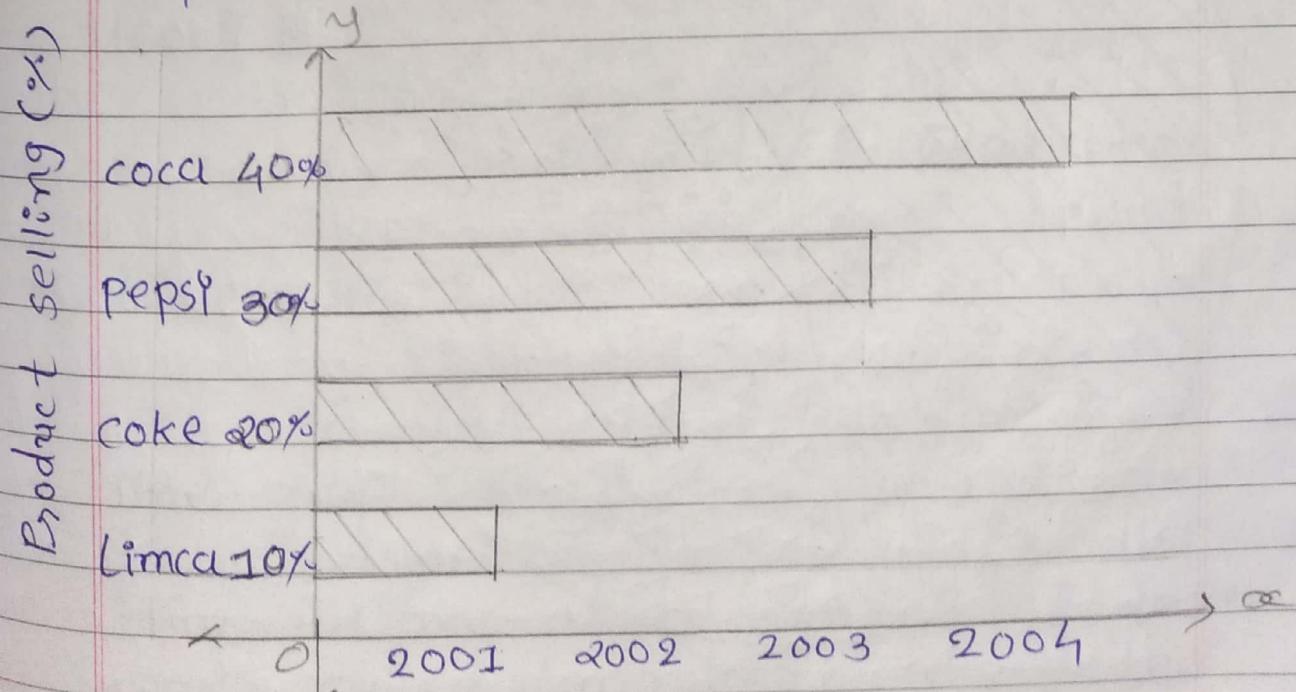
1. Column Chart :-

A Column Chart is a data visualization where each category is represented by a rectangle, with the height of the rectangle being proportional to the values being plotted. Column Charts are also known as Vertical Charts.



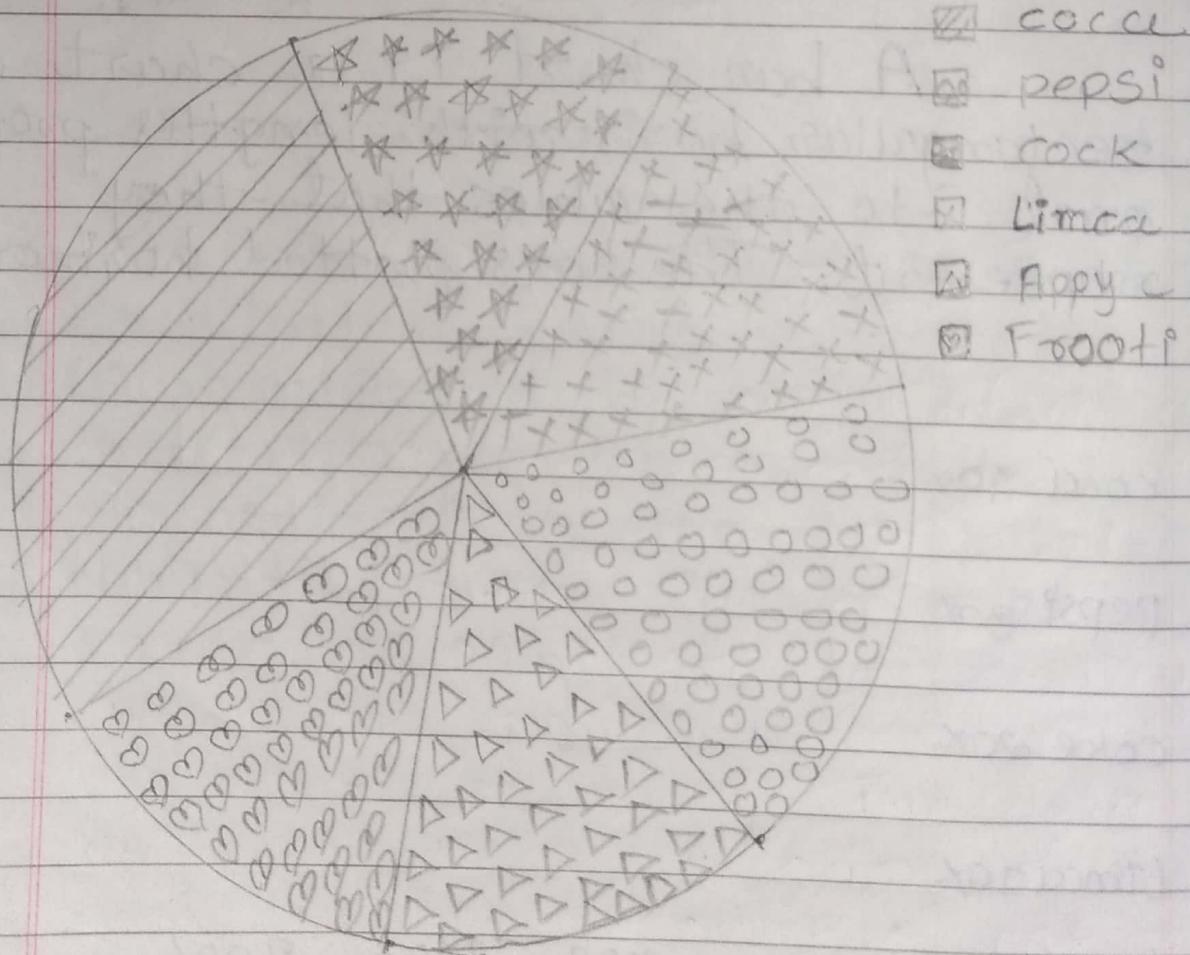
2. Bar Chart :-

A bar chart is a chart with rectangular bars with lengths proportional to the values that they represent. The bars plotted horizontally.



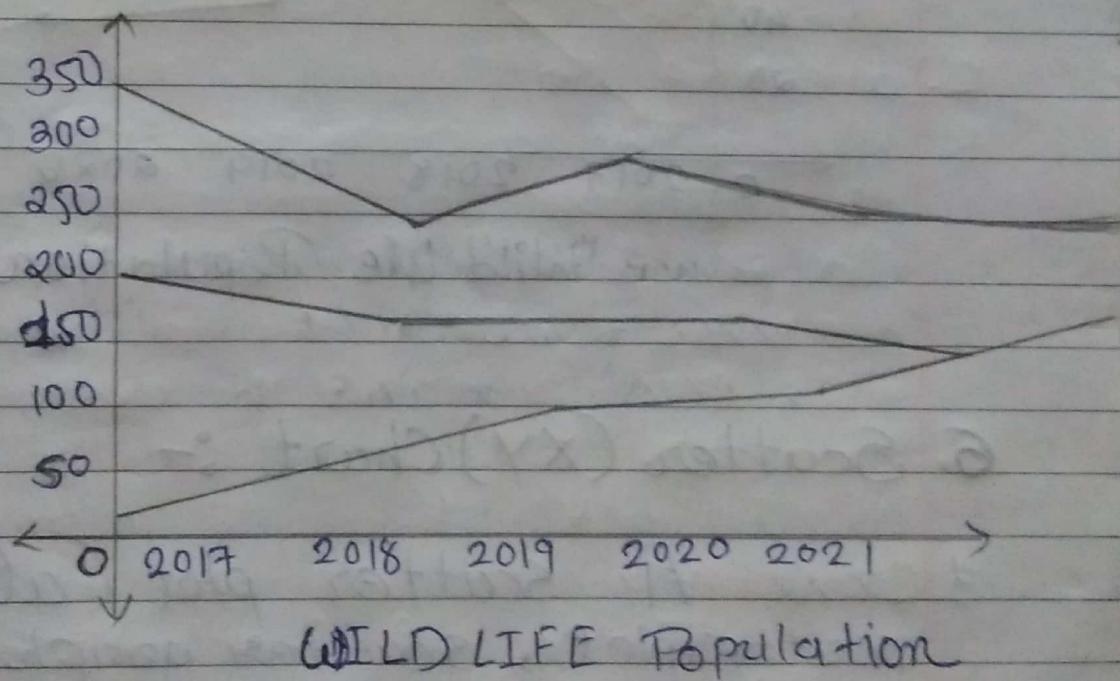
3. Pie Chart :-

A pie chart shows percentage values as a slice of a pie. A pie chart (or circular 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 ~~Chart~~ of each slice (and consequently its central angle and area), is proportional to the quantity it represents.



4. Area chart :-

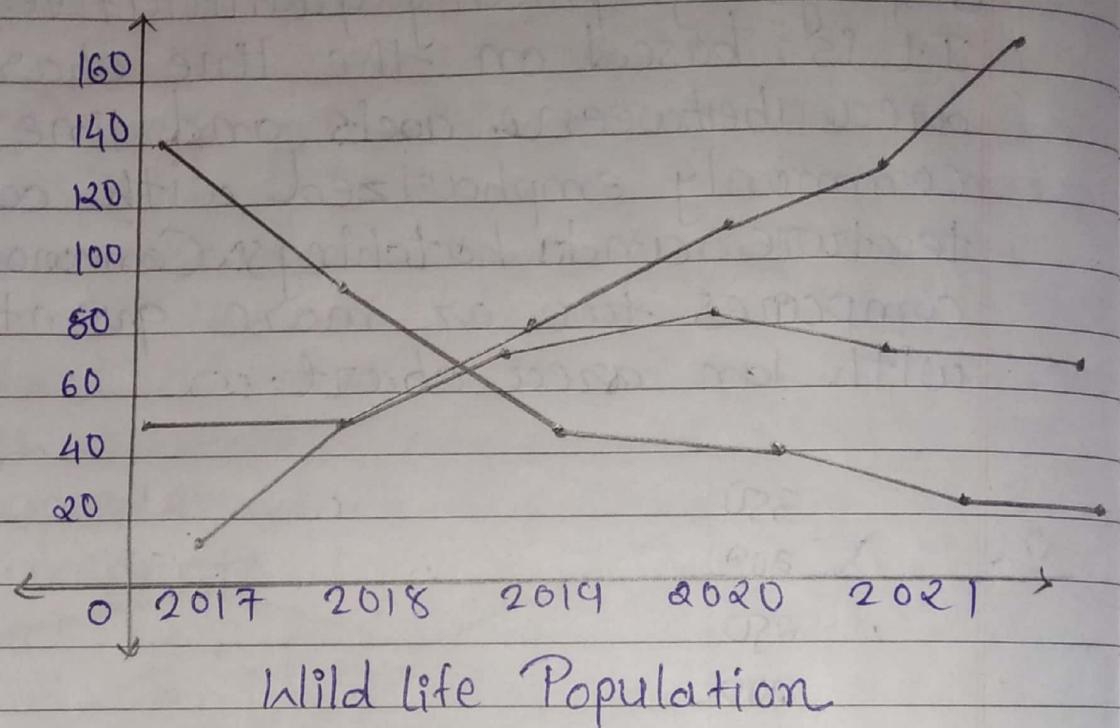
An area chart or area graph displays graphically quantitative data. It is based on the line chart. The area between axis and line are commonly emphasized with colors, texture and hatchings. Commonly one compares two or more quantities with an area chart.



5. Line chart :-

A line chart or line plot or line graph or curve chart chart is a type of chart which displays information as a series of data points called 'markers' connected by

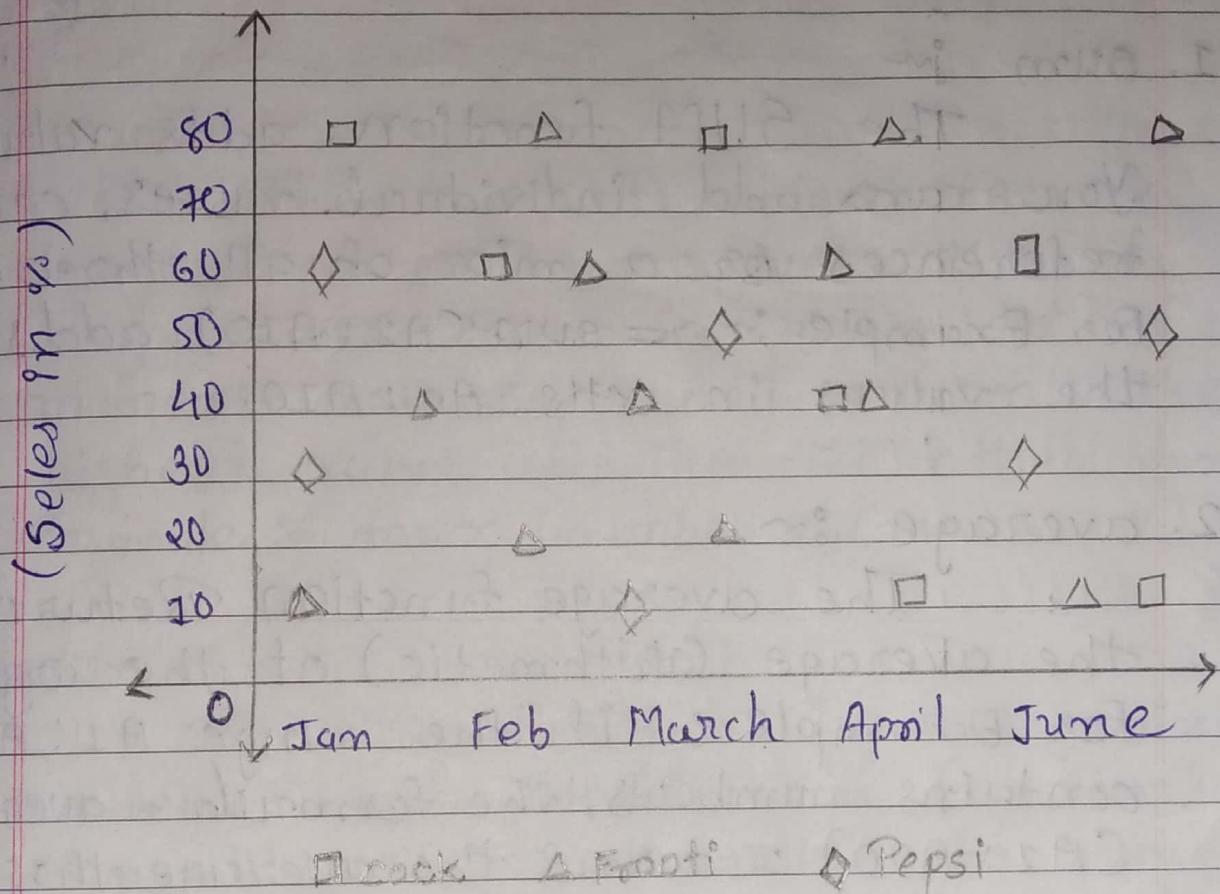
straight line segments. It is a basic type of data points called chart common in many fields.



6. Scatter (XY) chart :-

A scatter plot (also called scatterplot, scatter graph, scatter chart, scattergram, or scatter diagram) is a type of plot using Cartesian coordinates to display values for 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 a mix of all three.

For Example :- =sum(A2:A10) adds the values in cells A2:A10.

2. average :-

The average function Returns the average (arithmetic) of the arguments. For Example :- if the range A1:A20 contains numbers, the formula =average(A1:A20) returns the average those numbers.

3. Count :-

The count function counts the number of cell 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 a given set of numeric values, it will return the highest value. Unlike the other functions. Formula :- max (number1, [number2], ...)

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 (number1, [number2], ...)

6. Sumif :-

The sumif function add values if condition is met, such as adding up all purchases from one category. Formula :- = SUMIF (range, 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 ₹ 12,00,000. A pmp formulae can tell you what your monthly payments will be

8. stddev or

The stddev function calculates the standard deviation for a 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 stddev 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 representing 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 :-

The hour function returns the hour 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 hour 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 the 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. Day 360 :-

The day360 function returns the number of days between two dates based on a 360-day year . The day360 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 returning 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, Header, 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, an intranet or 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 a 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 pages.

→ 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 Spreadsheet.