

Short

1. Difference between Paste and Paste Special in Excel?
2. What is Difference between AutoText and AutoCorrect?
3. What is the use of Split and Freeze Pane in Excel?
4. What is Active Cell, Range, Region and Wrap Text?
5. Difference between Softcopy and Hard Copy?
6. how do you convert lower case letter to upper case letter and upper case letter to lower case using keyboard without menu?
7. Difference between save, save as, save all.
8. How many rows and columns are there in excel?

Long

1. What is sorting and Filter? How to apply sorting and Filter in MS-Excel?
2. Explain SumIf, CountIf, IF functions.
3. Write a note on spelling and grammar check utility.
4. Explain consolidation and Text to Column with example.
5. What is chart? Explain type and each wizard in brief.
6. Explain functions if excel.
7. Explain Hyperlink, Header, Footer and Save as CSV.