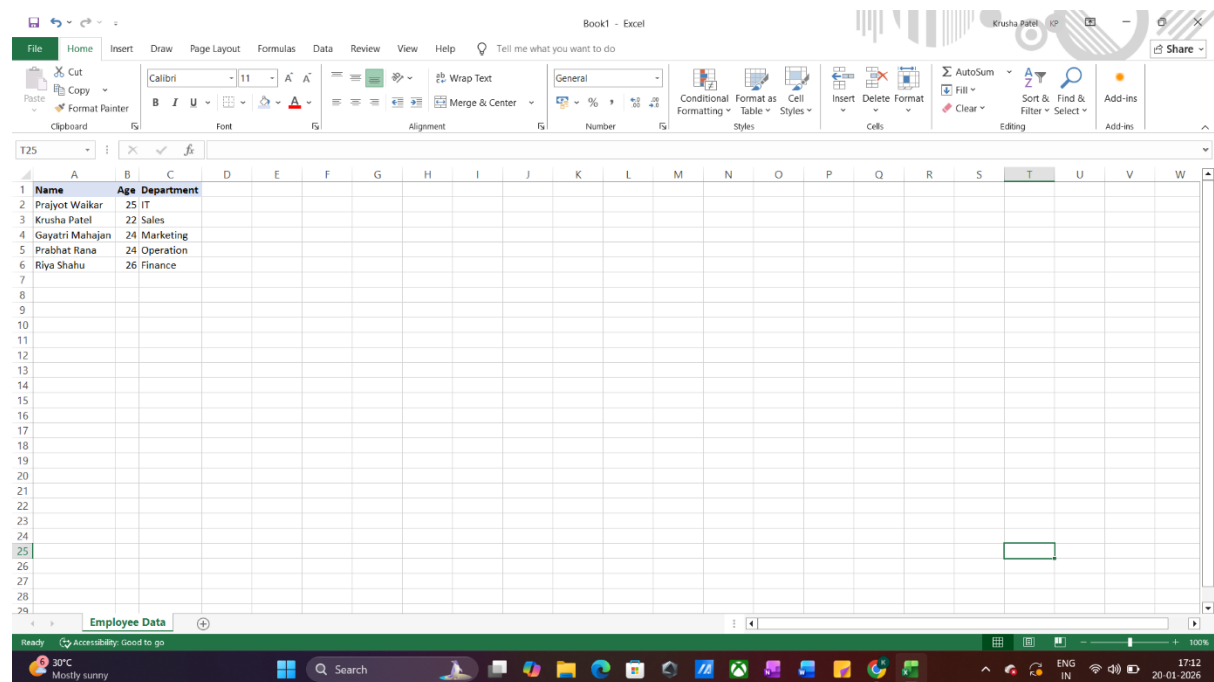


Question 6: Create a worksheet titled 'Employee Data' with columns: Name, Age, Department. Add 5 rows of data.

Format as follows:

- Bold and center - align the header row
- Apply a fill color
- Auto-fit column width

Answer -



The screenshot shows a Microsoft Excel worksheet titled 'Employee Data'. The worksheet has three columns: Name, Age, and Department. The data is as follows:

Name	Age	Department
Prajyot Walkar	25	IT
Krusha Patel	22	Sales
Gayatri Mahajan	24	Marketing
Prabhat Rana	24	Operation
Riya Shahu	26	Finance

Book1 - Excel

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Calibri 11 Font B I U % & # Alignment Merge & Center Number Conditional Formatting Format as Table Cell Styles Insert Delete Format Cells Editing Add-ins

1	Name	Age	Department	Location	Salary
2	Prayot Waikar	25	IT	Mumbai	40,000
3	Krusha Patel	22	Sales	Nagpur	38,000
4	Gayatri Mahajan	24	Marketing	Nagpur	42,000
5	Prabhat Rana	24	Operation	Delhi	15,000
6	Riya Shahu	26	Finance	Lucknow	19,500
7	Rushi	29	IT	Mumbai	22,000
8	John	32	Marketing	Pune	20,000
9	Priya	27	Finance	Delhi	32,000

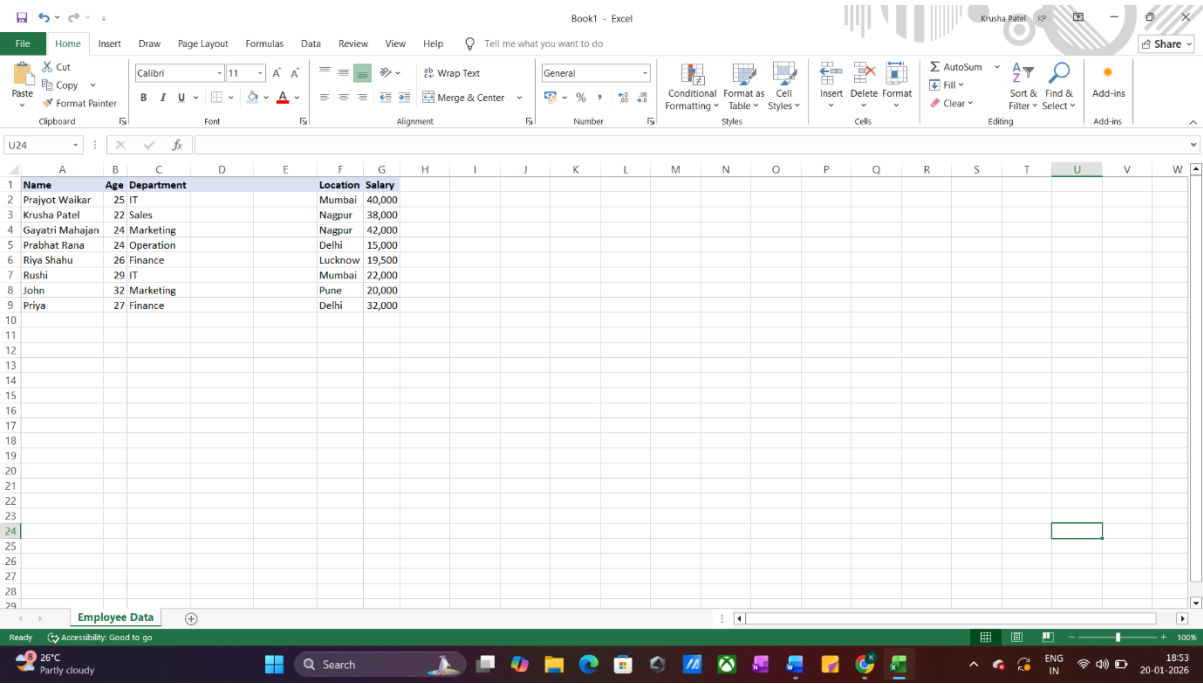
Employee Data

Ready Accessibility: Good to go 100%

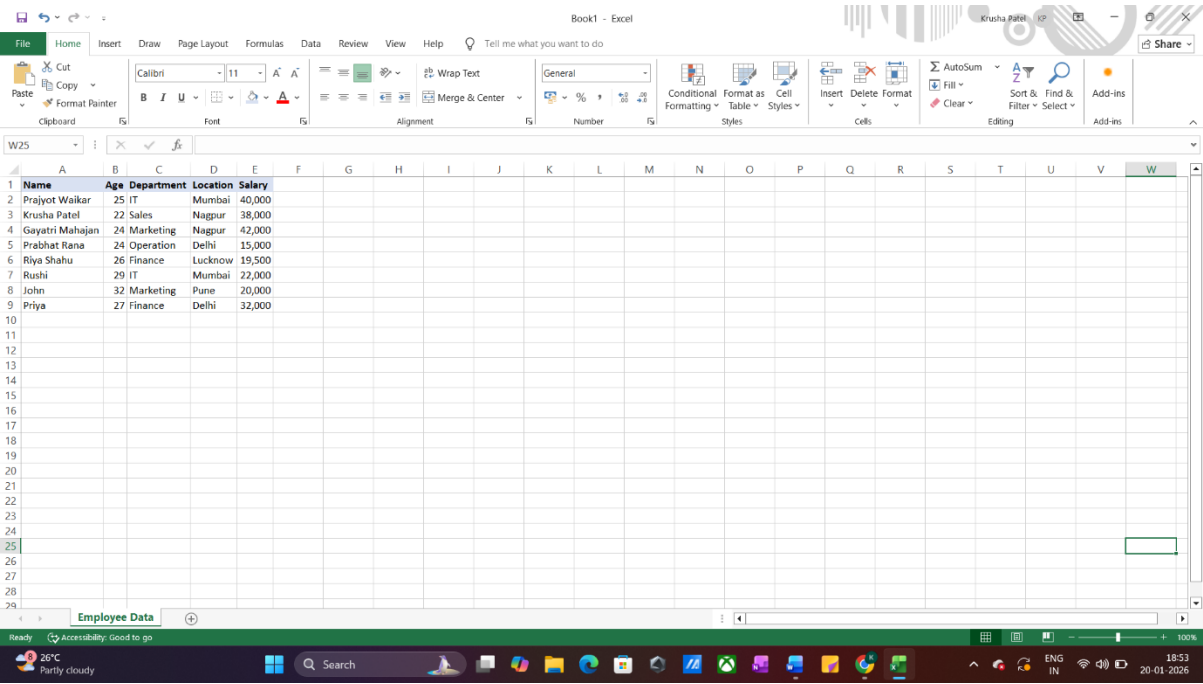
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Delete multiple rows and columns in Excel.

Rows –

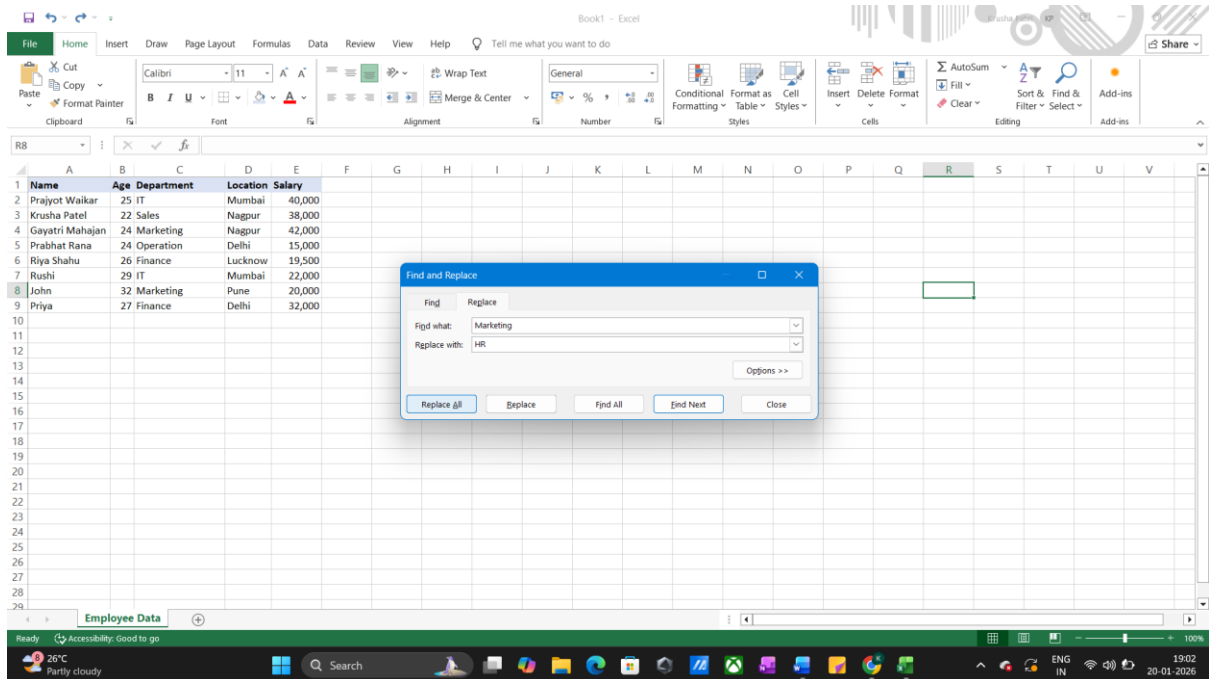


Columns -



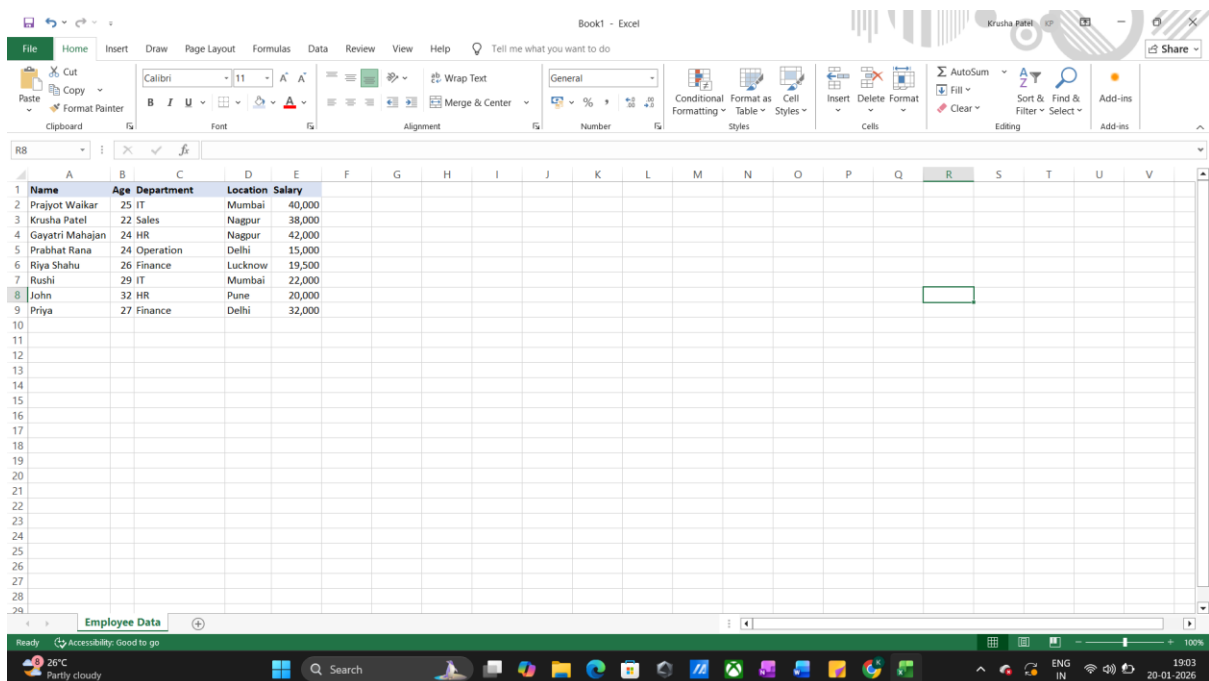
Question 8: Use Excel's 'Find and Replace' feature to update department names in a sample table.

Answer -



The screenshot shows the Microsoft Excel interface with the 'Find and Replace' dialog box open. The dialog box has two tabs: 'Find' and 'Replace'. The 'Find what' field contains 'Marketing' and the 'Replace with' field contains 'HR'. The 'Replace all' button is highlighted. The background shows a table with employee data.

Name	Age	Department	Location	Salary
Prajyot Walkar	25	IT	Mumbai	40,000
Krusha Patel	22	Sales	Nagpur	38,000
Gayatri Mahajan	24	Marketing	Nagpur	42,000
Prabhat Rana	24	Operation	Delhi	15,000
Riya Shahu	26	Finance	Lucknow	19,500
Rushi	29	IT	Mumbai	22,000
John	32	Marketing	Pune	20,000
Priya	27	Finance	Delhi	32,000



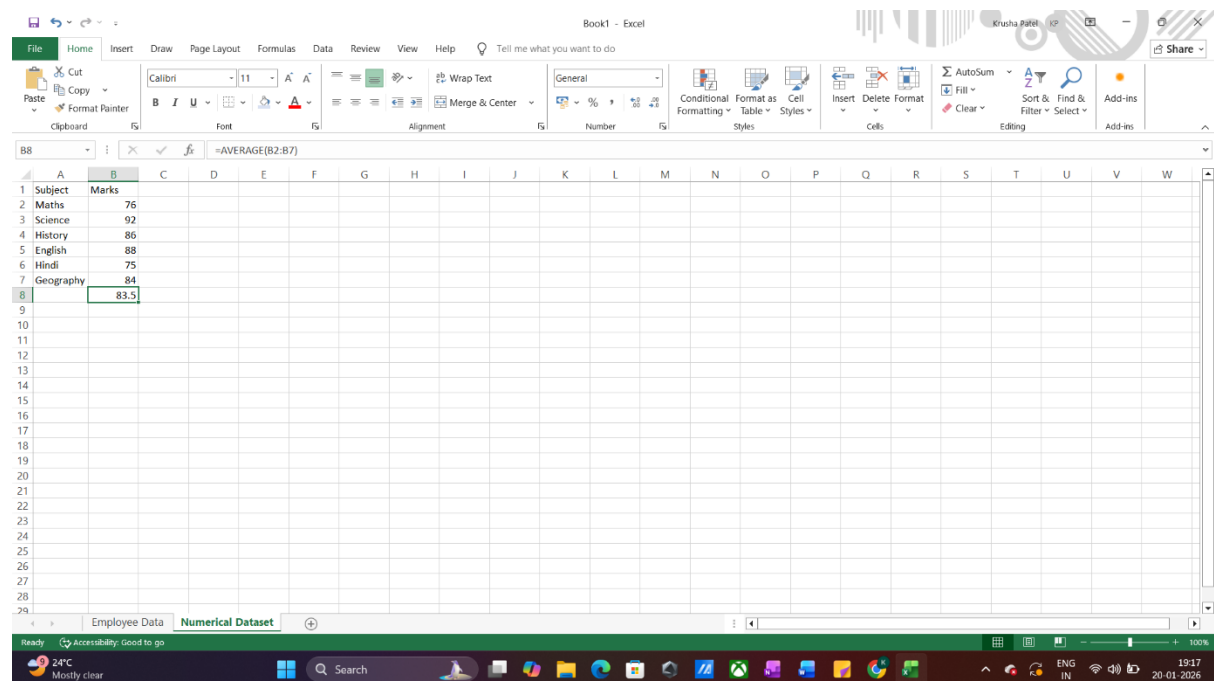
The screenshot shows the Microsoft Excel interface with the updated table. The 'Marketing' department has been replaced with 'HR' in the table.

Name	Age	Department	Location	Salary
Prajyot Walkar	25	IT	Mumbai	40,000
Krusha Patel	22	Sales	Nagpur	38,000
Gayatri Mahajan	24	HR	Nagpur	42,000
Prabhat Rana	24	Operation	Delhi	15,000
Riya Shahu	26	Finance	Lucknow	19,500
Rushi	29	IT	Mumbai	22,000
John	32	HR	Pune	20,000
Priya	27	Finance	Delhi	32,000

Question 9: Create a small numerical dataset and apply the following functions:

- AVERAGE
- MAX
- MIN

Answer –



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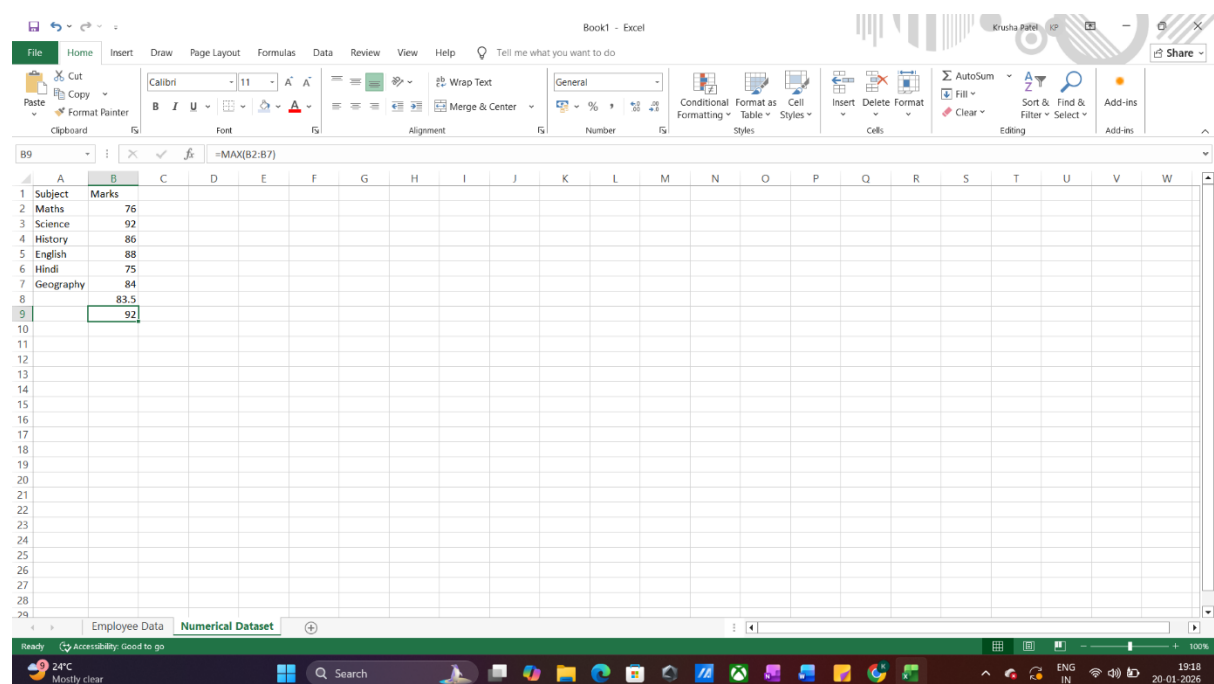
Clipboard Font Alignment Number Styles Cells Editing Add-ins

Formula Bar: $=AVERAGE(B2:B7)$

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Subject	Marks																					
2	Maths	76																					
3	Science	92																					
4	History	86																					
5	English	88																					
6	Hindi	75																					
7	Geography	84																					
8		83.5																					

Employee Data Numerical Dataset

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Formula Bar: $=MAX(B2:B7)$

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Subject	Marks																					
2	Maths	76																					
3	Science	92																					
4	History	86																					
5	English	88																					
6	Hindi	75																					
7	Geography	84																					
8		83.5																					
9		92																					

Employee Data Numerical Dataset

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B10 =MIN(B2:B7)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Subject	Marks																					
2	Maths	75																					
3	Science	92																					
4	History	86																					
5	English	88																					
6	Hindi	75																					
7	Geography	84																					
8		83.5																					
9		92																					
10		75																					
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Employee Data Numerical Dataset

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Question 10: You're working with a dataset that contains missing values. As a Data Scientist, explain how you'd detect and handle missing data using Excel.

Mention tools like:

- Go To Special
- ISBLANK
- COUNTBLANK

Answer –

Handling Missing Data in Excel

In data science, missing data (often called "nulls" or "blanks") can skew statistical results and lead to errors in machine learning models. Using Excel, the process of managing this data involves three key steps:

Quantification, Identification, and Remediation.

1. Quantifying Missing Values

Before processing, I use statistical functions to understand the volume of missing data.

- COUNTBLANK: I use the formula =COUNTBLANK(range) to count the number of empty cells in a column. This helps me decide if a column has too much missing data to be useful (e.g., if >50% is missing, I might drop the column entirely).
- ISBLANK: For row-by-row logic, I use =ISBLANK(A2). This returns a Boolean (TRUE/FALSE), which is useful for creating "Flag" columns that filter out incomplete records during the cleaning phase.

2. Identifying and Selecting Blanks

To handle blanks efficiently without scrolling through thousands of rows, I use the Go To Special feature.

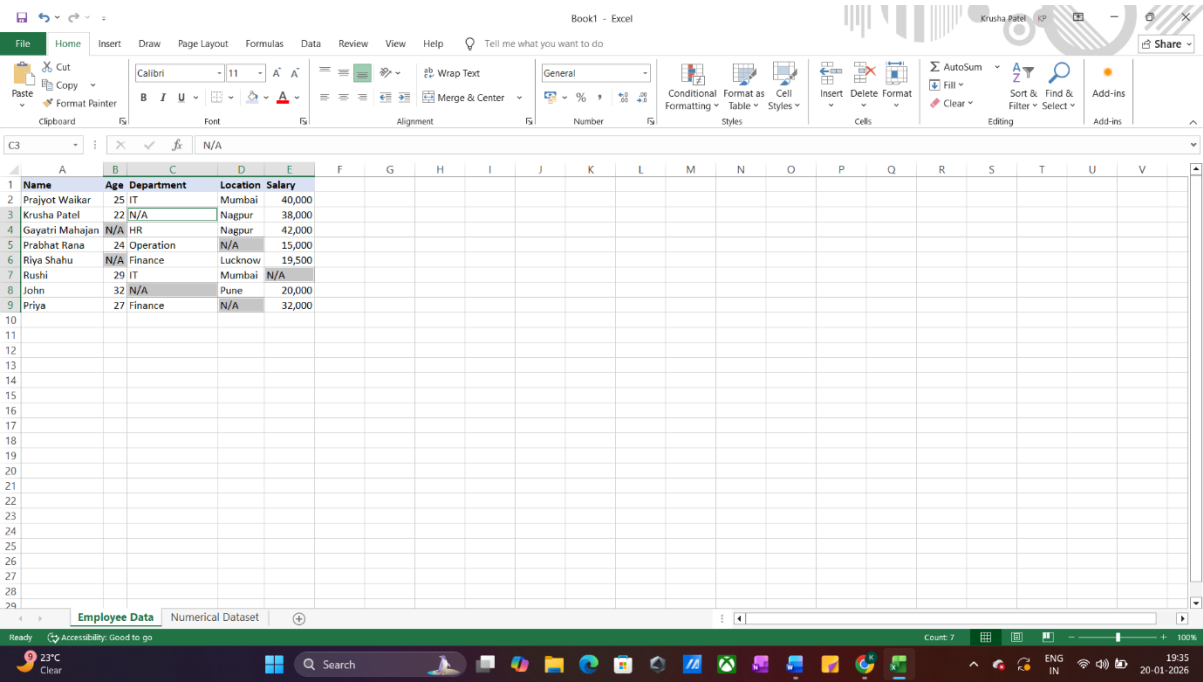
- Process:
 1. Highlight the entire dataset or a specific column.
 2. Press F5 (or Ctrl + G) and click the Special... button.
 3. Select the Blanks radio button and click OK.
- Result: Excel instantly selects every empty cell within the range. This allows for "Bulk Action"—any value typed or formatting applied will affect only the missing entries.

3. Handling Strategies

Once the blanks are identified via Go To Special, I apply one of the following treatments based on the nature of the data:

Method	Execution	Use Case
Deletion	Select Blanks > Right Click > Delete > Entire Row.	When the missingness is non-random or the row is unusable.
Zero-Filling	Select Blanks > Type 0 > Press Ctrl + Enter.	When a blank implies a lack of activity (e.g., \$0 sales).
Mean Imputation	Calculate column average > Select Blanks > Type average > Ctrl + Enter.	To maintain the statistical average of a numerical feature.
Forward Fill	Select Blanks > Type = then press Up Arrow > Ctrl + Enter.	Common in time-series data to fill a gap with the last known value.

Screenshot of “GO TO SPECIAL”



Screenshot of “ISBLANK”

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B I U Merge & Center

General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Find & Filter Select Add-ins

B11 {=IF(ISBLANK(B2:E9),0,B2:E9)}

Name	Age	Department	Location	Salary
Prajyot Walkar	25	IT	Mumbai	40,000
Krusha Patel	22		Nagpur	38,000
Gayatri Mahajan		HR	Nagpur	42,000
Prabhat Rana	24	Operation		15,000
Riya Shahu		Finance	Lucknow	19,500
Rushi	29	IT	Mumbai	
John	32		Pune	20,000
Priya	27	Finance		32,000
	25	IT	Mumbai	40000
	22		Nagpur	38000
	0	HR	Nagpur	42000
	24	Operation		15000
	0	Finance	Lucknow	19500
	29	IT	Mumbai	0
	32		Pune	20000
	27	Finance		32000

Employee Data Numerical Dataset

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Screenshot of “COUNTBLANK”

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Calibri 11 A A

B I U Merge & Center

General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Find & Filter Select Add-ins

C11 {=COUNTBLANK(B2:E9)}

Name	Age	Department	Location	Salary
Prajyot Walkar	25	IT	Mumbai	40,000
Krusha Patel	22		Nagpur	38,000
Gayatri Mahajan		HR	Nagpur	42,000
Prabhat Rana	24	Operation		15,000
Riya Shahu		Finance	Lucknow	19,500
Rushi	29	IT	Mumbai	
John	32		Pune	20,000
Priya	27	Finance		32,000

Employee Data Numerical Dataset

Ready Accessibility: Good to go Average: 10332.95 Count: 32 Sum: 206659 19:47 20-01-2026