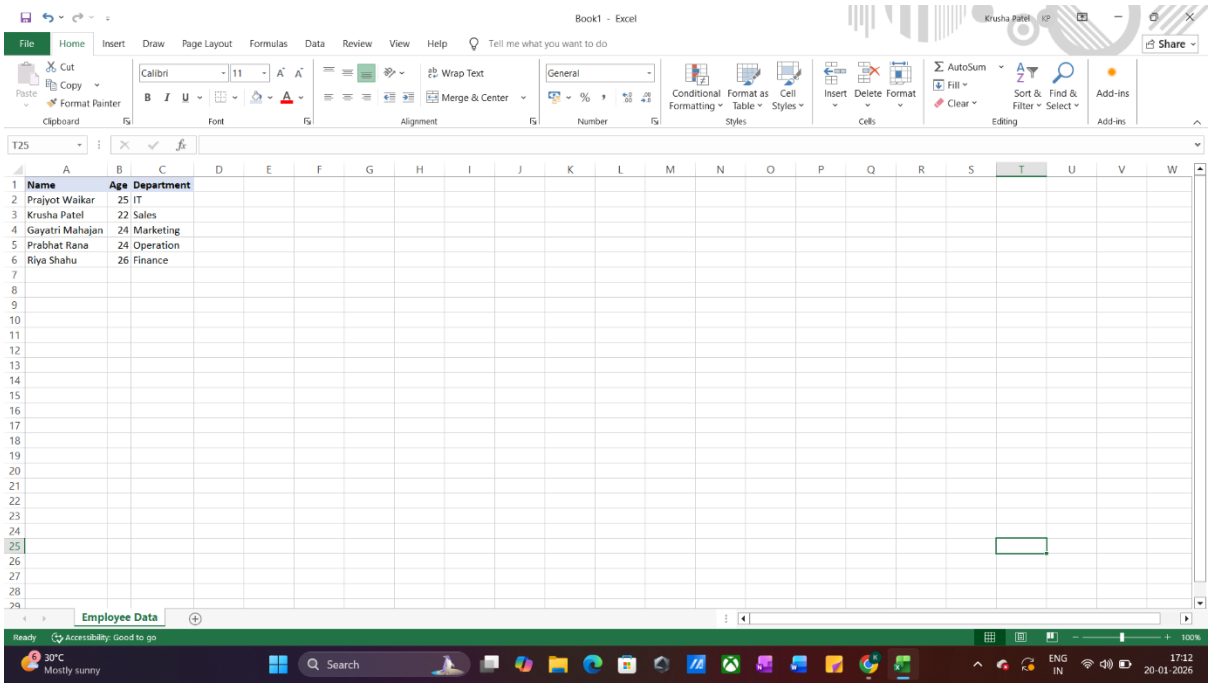
Question 6: Create a worksheet titled 'Employee Data' with columns: Name, Age, Department. Add 5 rows of data.

Format as follows:

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

Answer -

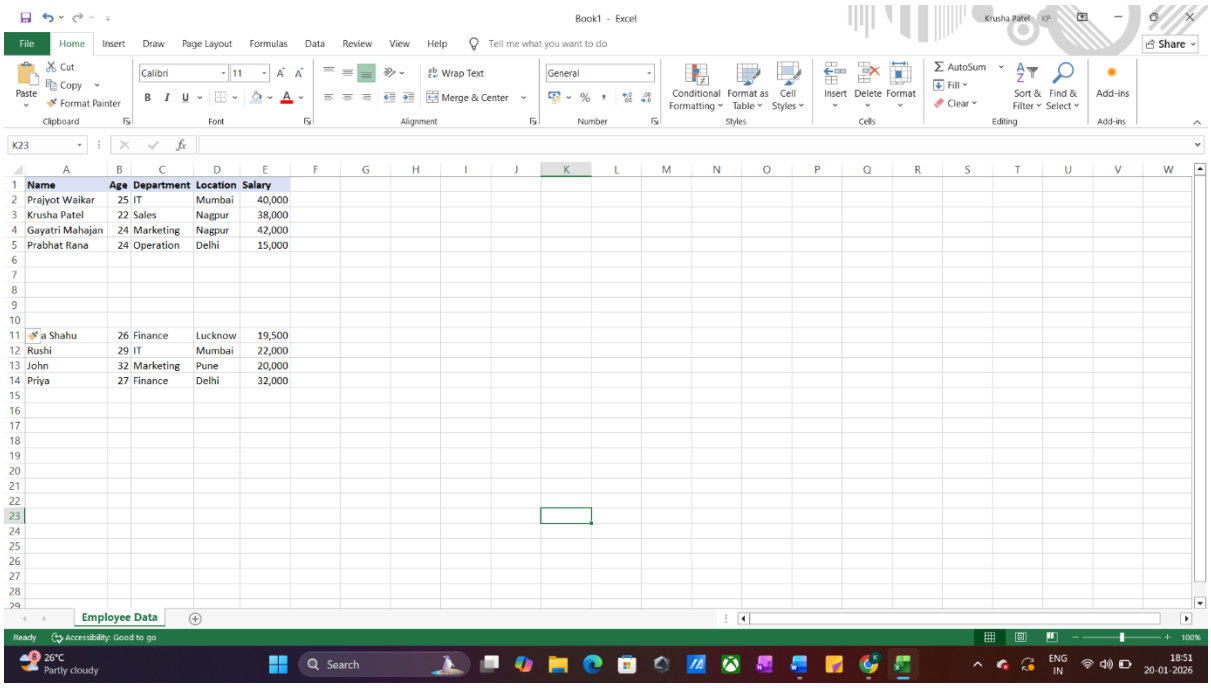


Question 7: Demonstrate how to insert and delete multiple rows and columns in Excel.

Answer –

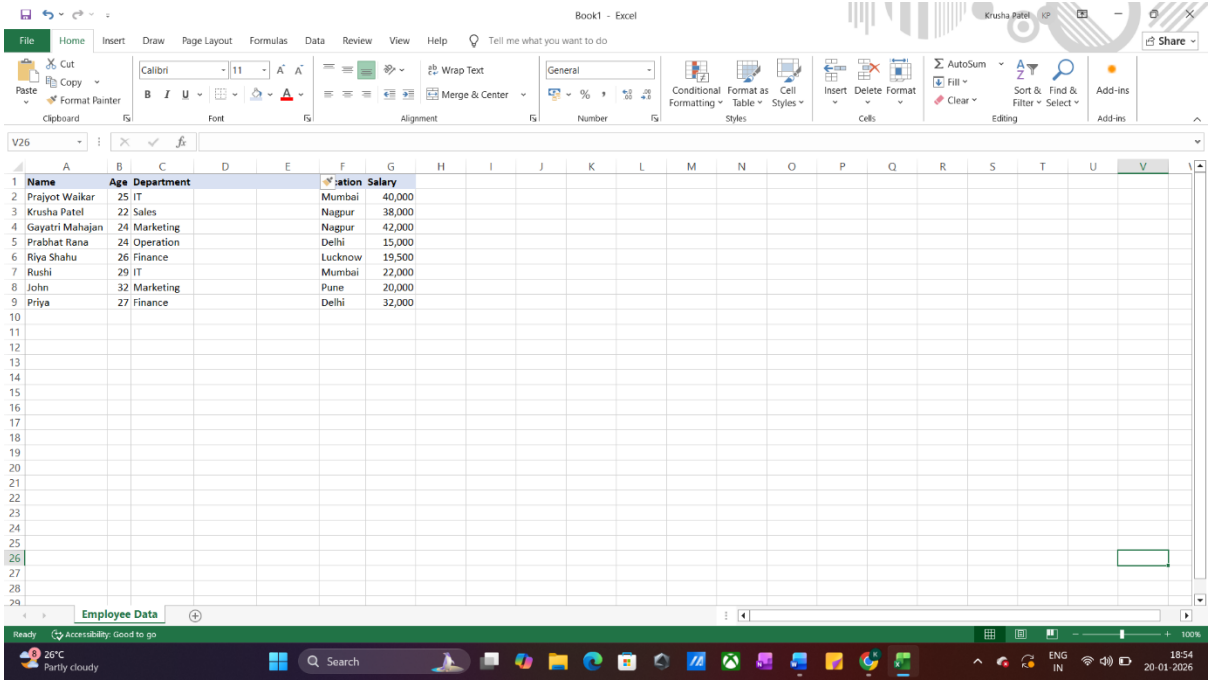
Insert multiple rows and columns in Excel.

Rows -



	Name	Age	Department	Location	Salary
2	Prajyot 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
11	a Shahu	26	Finance	Lucknow	19,500
12	Rushi	29	IT	Mumbai	22,000
13	John	32	Marketing	Pune	20,000
14	Priya	27	Finance	Delhi	32,000

Columns -



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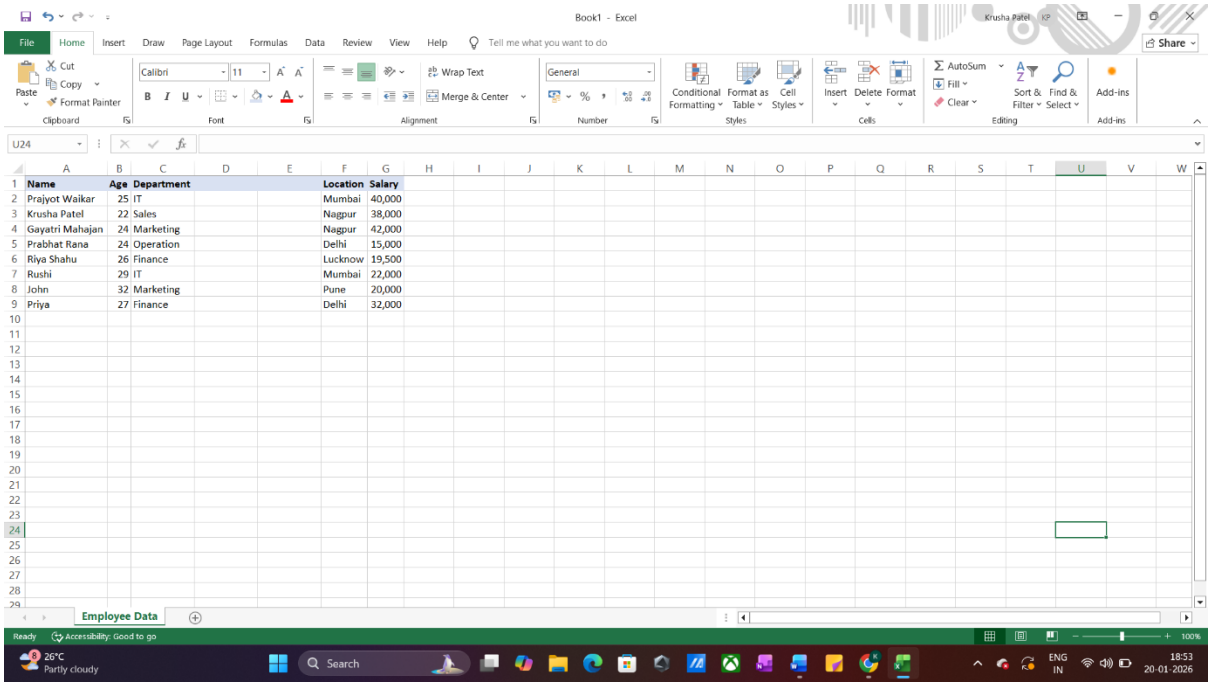
3	Krusha Patel	22	Sales	Nagpur	38,000
4	Gayatri Mahajan	24	Marketing	Nagpur	42,000
5	Prabhat Rana	24	Operation	Delhi	15,000
6	Riya Shahu	26	Finance	Lucknow	19,500
7	Rushi	29	IT	Mumbai	22,000
8	John	32	Marketing	Pune	20,000
9	Priya	27	Finance	Delhi	32,000

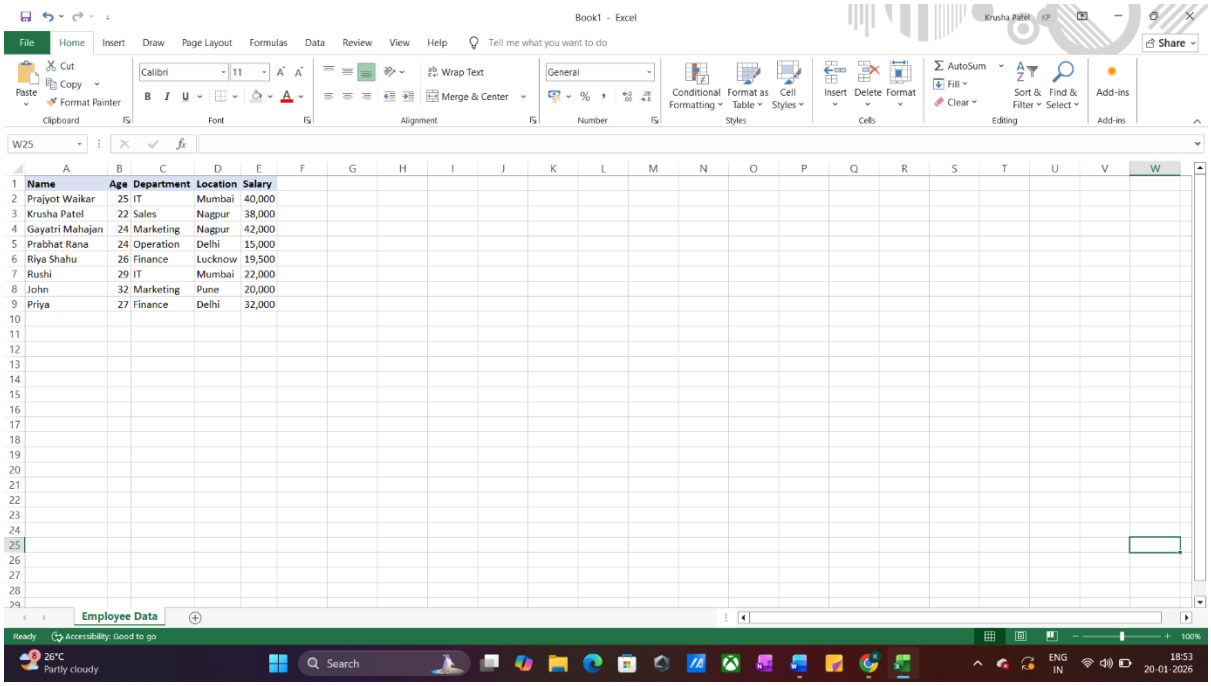
Delete multiple rows and columns in Excel.

Rows –



Name	Age	Department	Location	Salary
Prajyot Waikar	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

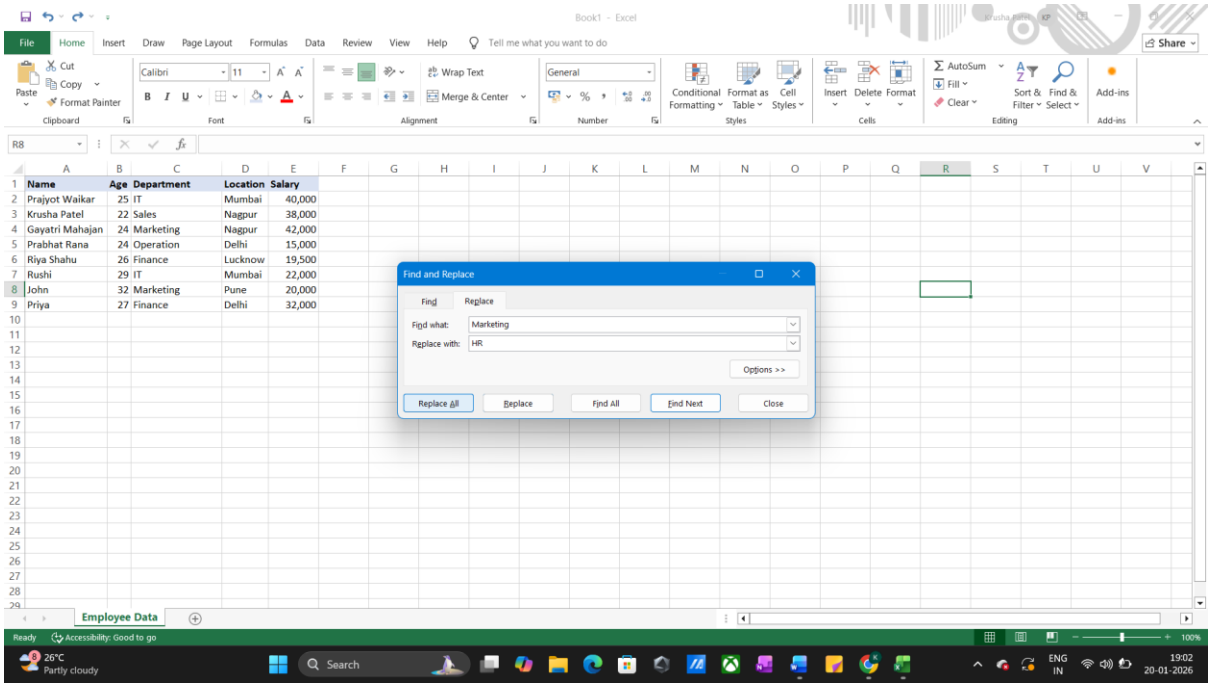
Columns -



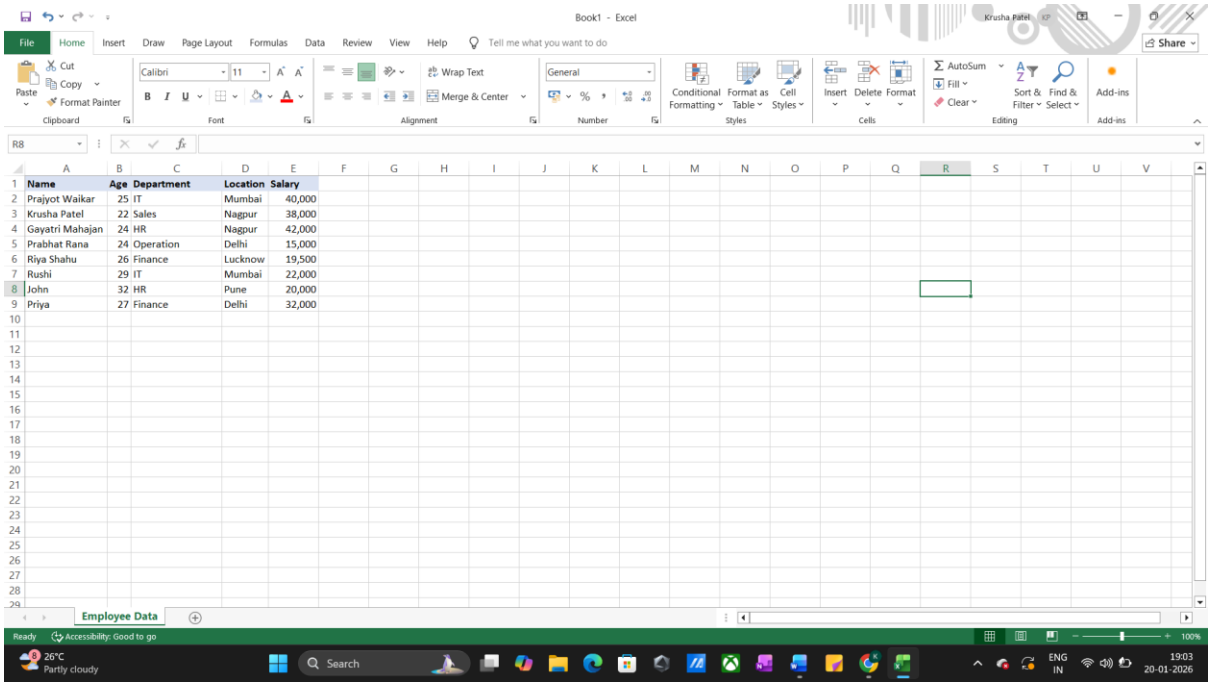
Name	Age	Department	Location	Salary
Prajyot Waikar	25	IT	Mumbai	40,000
Krusha Patel	22	Sales	Nagpur	38,000
Gayatri Mahajan	24	Marketing	Nagpur	42,000
Prabhat Rana	24	Operation	Delhi	15,000
Riya Shahu	26	Finance	Lucknow	19,500
Rushi	29	IT	Mumbai	22,000
John	32	Marketing	Pune	20,000
Priya	27	Finance	Delhi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

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

Answer -



Name	Age	Department	Location	Salary
Prajyot Waikar	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

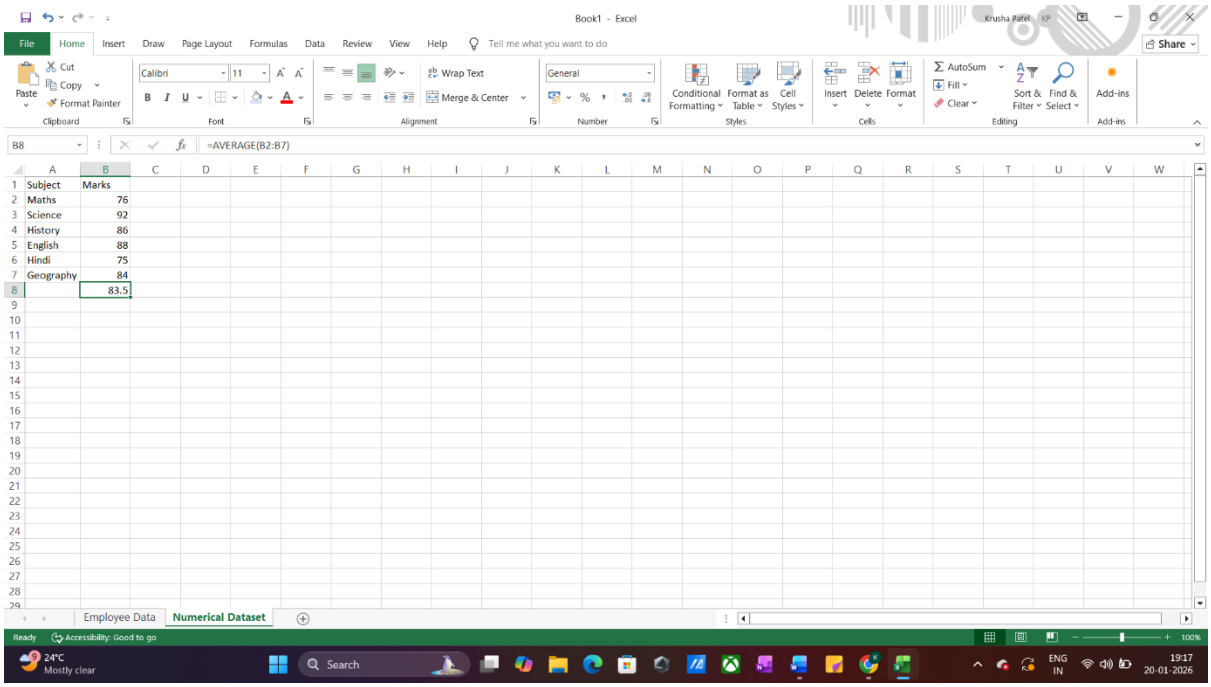


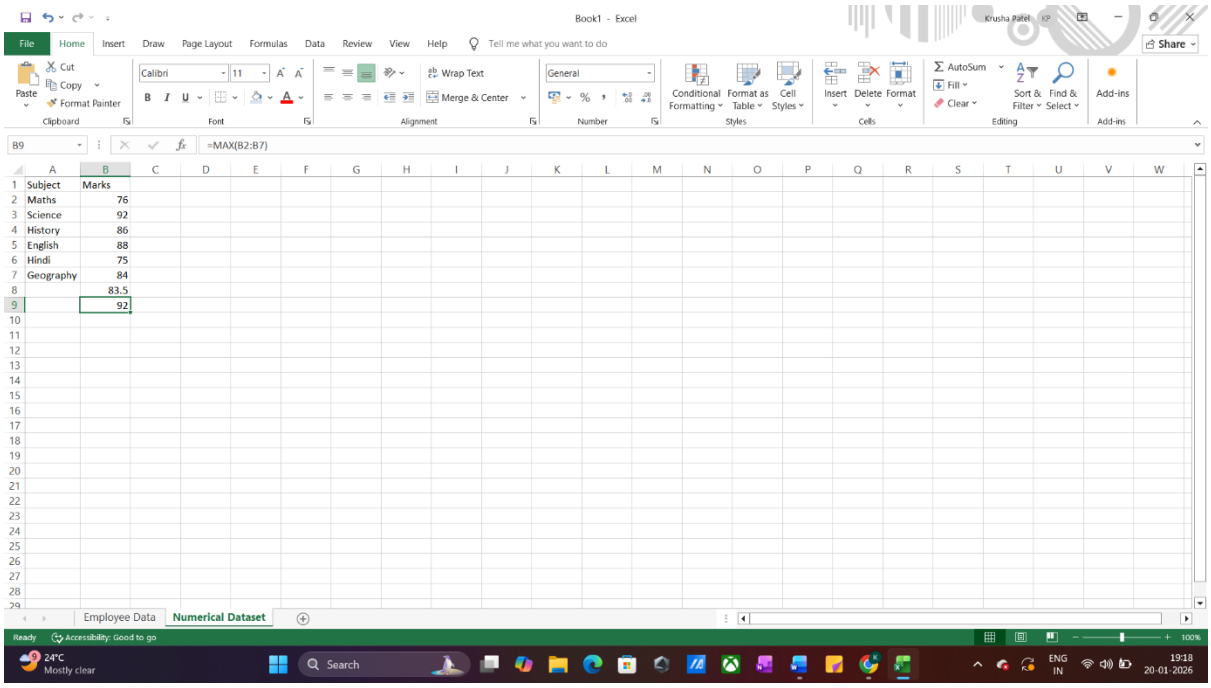
Name	Age	Department	Location	Salary
Prajyot Waikar	25	IT	Mumbai	40,000
Krusha Patel	22	Sales	Nagpur	38,000
Gayatri Mahajan	24	HR	Nagpur	42,000
Prabhat Rana	24	Operation	Delhi	15,000
Riya Shahu	26	Finance	Lucknow	19,500
Rushi	29	IT	Mumbai	22,000
John	32	HR	Pune	20,000
Priya	27	Finance	Delhi	32,000

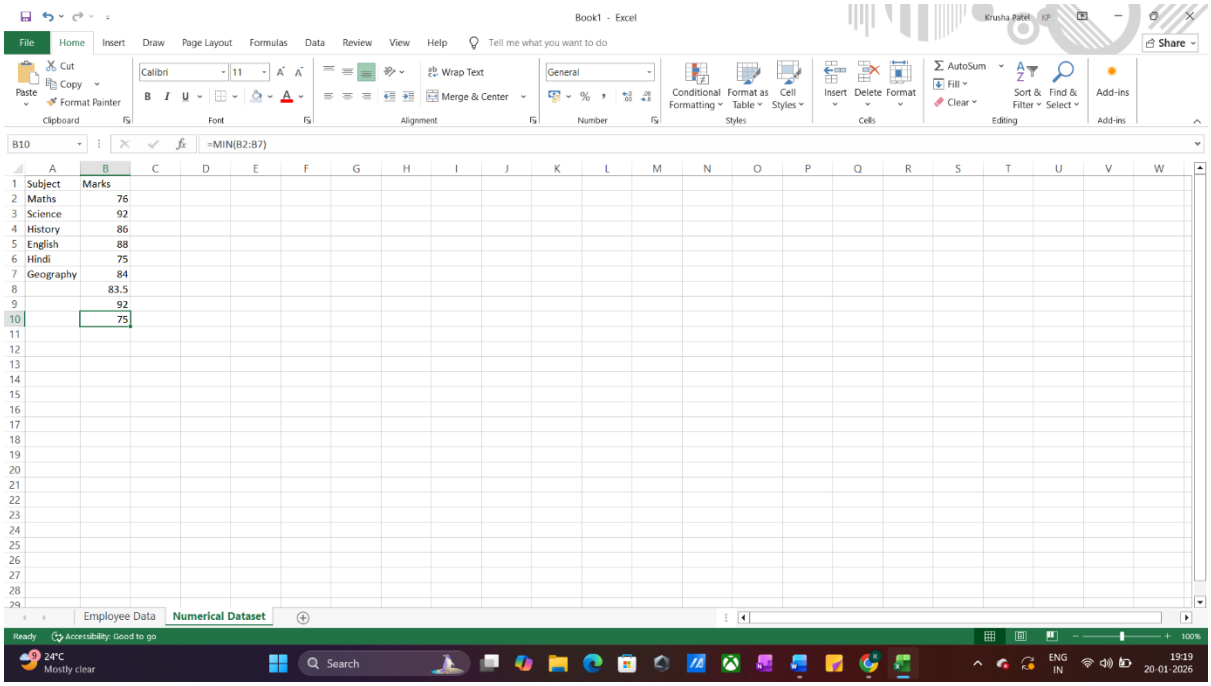
Question 9: Create a small numerical dataset and apply the following functions:

- AVERAGE
- MAX
- MIN

Answer –






Book1 - Excel
Krusha Patel KP
File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do
Share
Paste Cut Copy Format Painter
Calibri 11
Wrap Text
Merge & Center
General
Conditional Formatting
Format as Table
Cell Styles
Insert Delete Format
AutoSum Fill Clear
Sort & Filter
Find & Select
Add-ins
Clipboard Font Alignment Number Styles Cells Editing Add-ins
B10
=MIN(B2:B7)
Subject Marks
Maths 76
Science 92
History 86
English 88
Hindi 75
Geography 84
83.5
92
75
Employee Data
Numerical Dataset
Ready
Accessibility: Good to go
100%
24°C
Mostly clear
Search
ENG
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19:19
20-01-2026

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.

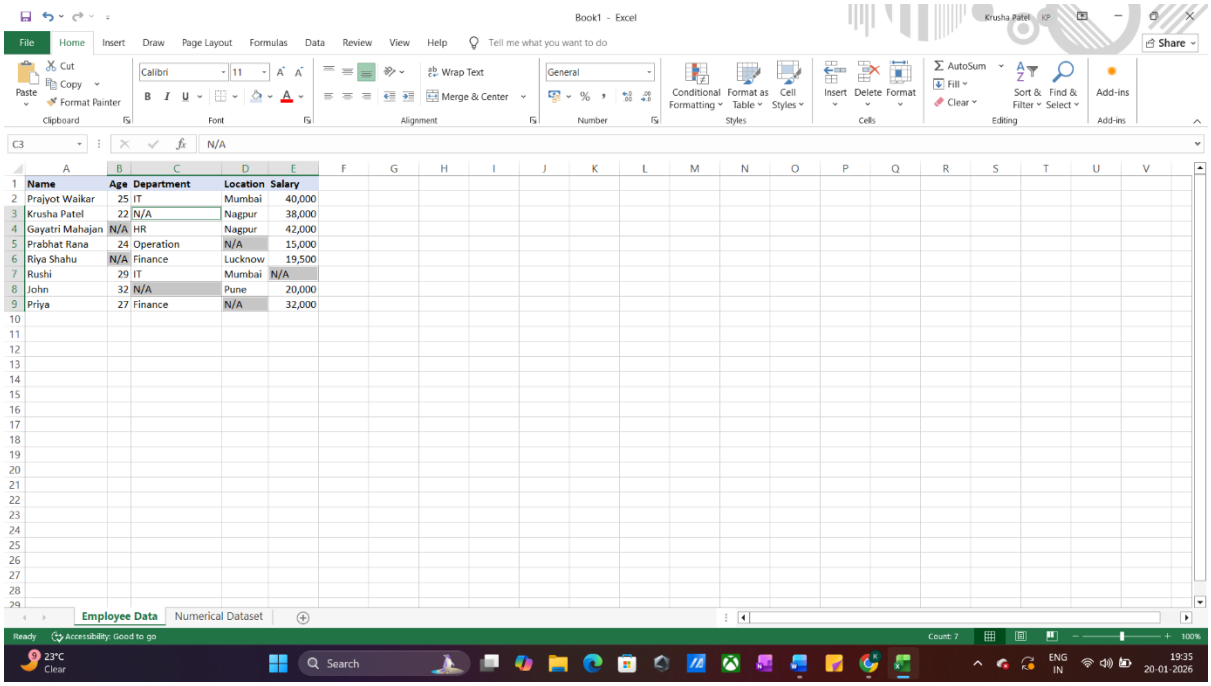
- Process:
    1. Highlight the entire dataset or a specific column.
    2. Press F5 (or Ctrl + G) and click the Special... button.
    3. Select the Blanks radio button and click OK.
- Result: Excel instantly selects every empty cell within the range. This allows for "Bulk Action"—any value typed or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

3. Handling Strategies

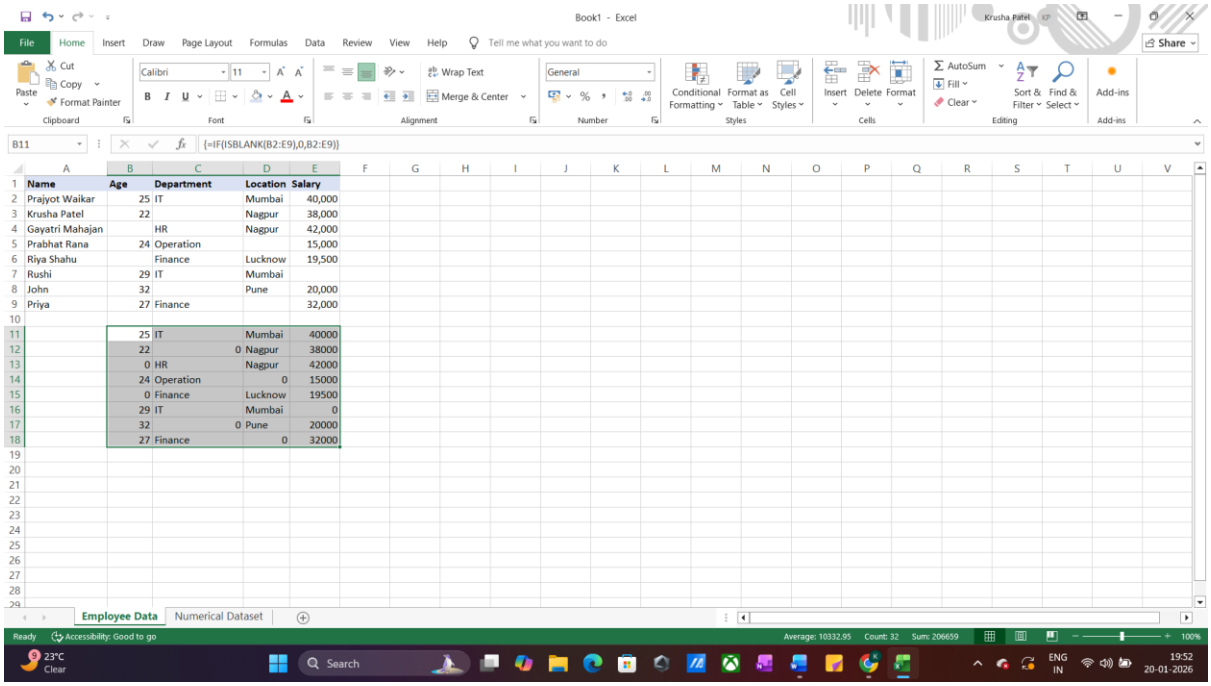
Once the blanks are identified via Go To Special, I apply one of the following treatments based on the nature of the data:

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”



Screenshot of “COUNTBLANK”