

1. What is data cleaning, and why is it important in data analysis?

* What are the potential consequences of analyzing unclean or messy data?

* Explain the common steps involved in cleaning and organizing data.

ANSWER

Identifying and correcting errors in data to making accurate, consistency to ready for analysis .

Data cleaning is the process of identifying and removing unclean data .

* Consequences of Unclean Data:-data or messy data

unclean data create will many problem in a analysis

1) wasted resources

2) incorrect conclusions

3) poor decision making

common steps

A) Remove duplicate data

B) Handles missing value

c) Correct data type

d) Remove irrelevant data

2. How would you sort the following dataset first by "Department" (A-Z) and then by "Salary" (Largest to Smallest)? Write a step-by-step approach.

Employee	Department	Salary
Sonu	IT	4000
Pranav	HR	5000
Rahul	IT	2500

ANSWER

STEPS

- 1) Select the entire dataset including the header
- 2) Go to data tab and click on sort
- 3) in a sort dialog
 - a) first sort by department **A to Z**
 - b) then click add level
 - c) Sort by salary **order to largest to smallest**

sorted data

answer

Employee	Department	Salary
Pranav	HR	5000
Sonu	IT	4000
Rahul	IT	2500

	3. Explain the use of text functions such as TRIM, LEFT, RIGHT, MID, and CONCAT in data cleaning.						
	ANSWER	* TRIM:-	Removes extra spaces from text.				
		* LEFT:-	Extracts character from the start.				
		* RIGHT:-	Extracts characters from the end.				
		* MID:-	Extracts characters from the middle.				
		* CONCAT:-	Joins multiple text				

		4. What is the role of date functions like Today in managing datasets?							
	ANSWER		TODAY() :-	Returns the current date.					
		Role of Date functions:-							
		a) Calculate age or duration							
		B)Track deadline							
		c) fliters recent entries							

5. Apply Data Validation to restrict Quantity values to only whole numbers between 1 and 10.

a- Configure an input message that appears when a user selects a cell in the "Quantity" column explaining:

"Please enter a whole number between 1 and 10."

b- Set up an error alert message that triggers if the user enters a number less than 1 or greater than 10, showing:

"Invalid input! The quantity must be a whole number between 1 and 10."

Write a step-by-step approach for this question:-

Customer Nam	Product Name	Category	Quantity	Unit Price(\$)
Jane Smith	Shoes	Electronics		81
Isabella Moore	Laptop	Electronics		121
Daniel Davis	Sofa	Clothing		239
Alex Moore	Shoes	Electronics		500
Michael Johnson	Table Lamp	Home Décor		423
Daniel Johnson	Backpack	Electronics		160
Isabella Davis	Headphones	Electronics		348
Jane Davis	Headphones	Electronics		152
Alex Wilson	T - shirt	Home Décor		369

[illegible]

	6. Understand and apply fundamental text function like LEFT, RIGHT, MID, and LEN.								
	* Extract the first 5 character from the string "ExcelTipsAreGreat" using the LEFT function								
	Text -	ExcelTipsAreGreat							
	ANSWER= EXCEI								
	* Extract the last 4 characters from "DataAnalysis.xlsx" using the RIGHT function.								
	Text -	DataAnalysis.xlsx							
	Ans.	xlsx							
	* Extract the substring "Tips" from "ExcelTipsAreGreat" using the MID function.								
	Ans.	Tips							
	* Count the total number of characters in the string "Hello World!" using the LEN function.								
	Ans.	12							
	* Create a formula to extract the middle 6 characters from "12345-67890-ABCDE".								
	Ans.	67890							

7. Understand how to combine text using CONCAT, TEXTJOIN, and the & operator.

a) Use CONCAT to combine "Hello" and "World" with a space in between.

Ans. HELLOW,WORD

b) Combine "Apple", "Banana", and "Cherry" into a single string separated by commas using TEXTJOIN.

Ans. Apple,Banana,cherry

c) Use the & operator to create the string "2025: Excel Function" by combining "2025", ":", and "Excel Function".

Ans. 2025:Excel functions

d) Create a comma-separated list from the range A1:A5 using TEXTJOIN

Let's assume:-

R

O

H

I

T

Ans

R,O,H,I,T

e) Combine first names in column A with last names in column B to create full names in column C.

Let's assume :-

Column A

Column B

Column C

mohit shimpi

kumar mayur

mohit mayur

ANSWER

mohit mayur

	8. Understanding TODAY() and NOW()								
	a) What is the difference between TODAY() and NOW() in excel? Provide an example of when you would use each function.								
	Ans.	Difference:-		TODAY() - Returns only the date					
				NOW() - Returns date and time					
		Use:-		TODAY() for deadlines					
				NOW() for timestamps					
	b) If cell A1 contains the date 2025-06-10, write a formula using TODAY() to determine how many days are left until that date								
	IF contains A1=	06-10-2025							
	ANS	-43							
	c) Write an Excel formula using NOW() to display the current date and time in the format MM/DD/YYYY HH:MM AM/PM.								
	ANS	11/18/2025 06:29 pm							
	d) if the cell contains =TODAY(), what will happen when the worksheet is responde the next day? explain								
	ANS	Update automatically daily							
	e) you want to store a static date (today's date) in a cell without it changing every day . what kyeboard shortcut should you use ?								
	ANS	To inseart a static date -:	press: ctrl + ;						