**EXCEL JOB PREPARATION ASSIGNMENT-2**

1Ans: Resizing a column can be done in the following manner

1. Select a column or a range of columns.
2. On the Home tab, in the Cells group, select Format > Column Width.
3. Type the column width and select OK.

2Ans: COUNTA: The COUNTA function is an inbuild statistical excel function that **counts the number of non-blank cells (not empty) in a cell range or the cell reference**.

COUNTBLANK: The COUNTBLANK function **counts the number of cells in the range that don't contain any value and returns this number as the result**. Cells that contain text, numbers, dates, errors, etc. are not counted.

COUNT: Use the COUNT function **to get the number of entries in a number field that is in a range or array of numbers**.

COUNTIF: to count the number of cells that meet a criterion; for example, to count the number of times a particular city appears in a customer list.

3Ans: **Find and remove duplicates**

1. Select the cells you want to check for duplicates. ...
2. Click Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values.
3. In the box next to values with, pick the formatting you want to apply to the duplicate values, and then click OK.

4Ans: It can be done in the following manner

1. Select a cell in the database.
2. Choose Data>PivotTable and PivotChart Report.
3. Select 'Microsoft Excel List or Database', click Next.
4. For the range, type your range name, e.g. Database.
5. Click Next.
6. Click the Layout button.
7. Drag field buttons to the row, column and data areas.
8. Click OK, click Finish.

5Ans: Select the worksheet you want to check for errors. If the worksheet is manually calculated, press F9 to recalculate. If the Error Checking dialog is not displayed, then **click on the Formulas tab > Formula Auditing > Error Checking button**.

6Ans: The following is the syntax of the vlookup function

=VLOOKUP(lookup\_value,table\_array,col\_index\_number,[range\_lookup])