**EXCEL JOB PREPARATION ASSIGNMENT-3**

1Ans: You can reduce your file size by saving your spreadsheet as a binary workbook (.xslb) instead of the default format (.xslx). The default format is XML based, which is important if you're using your data with third-party programs because XML is an open standard. However, for most purposes, the binary format is sufficient and saves to a smaller file.

2Ans: **Ctrl + Click to** select multiple sheets in Excel

Go to excel sheet tabs and click all required sheets holding the Ctrl key. Then format any of the selected sheets and the formatting done on the sheet will be copied to all.

3Ans: =((A1\*24)+6)/2 is the best way to write the formula.

4Ans: Yes it is possible, through following the below steps.

1. Click any cell on the worksheet.
2. Click Insert > PivotTable.
3. In the Create PivotTable dialog box, click From External Data Source.
4. Click Choose Connection.
5. On the Tables tab, in This Workbook Data Model, select Tables in Workbook Data Model.

5Ans: The main difference between VLOOKUP and LOOKUP functions is **the VLOOKUP is limited to vertical lookups only** and the LOOKUP function has cross functionality which means that it can perform both vertical lookups and horizontal lookups.

6Ans: How can you disable the automatic sorting of information in a pivot table? For disabling the automatic sorting of data in pivot tables: **Click on more Sort Options > Right Click on 'Pivot tables' > Select 'sort menu' > select 'More Options' > deselect 'Sort automatically'**. And the automatic sorting will be disabled.