1. **What do you mean by “Relative cell referencing” and “Absolute cell referencing” in Excel?**

Relative and absolute references behave differently when copied and filled to other cells. Relative references **change** when a formula is copied to another cell. Absolute references, on the other hand, remain **constant** no matter where they are copied.Relative reference is the default cell reference in Excel. It is simply the combination of column name and row number.

An address or pointer that does not change. For example, in a spreadsheet, a cell with an absolute reference does not change even if copied elsewhere. You can cycle through relative or absolute cell references by highlighting the reference and then pressing F4. Every time you press F4, the absolute reference will be applied to either the column, the row, both the column and cell, or neither of them.

1. **How to secure an Excel Workbook, demonstrate it with an example?**

Select File > Info.Select the Protect Workbook box and choose Encrypt with Password. Enter a password in the Password box, and then select OK. Confirm the password in the Re-enter Password box, and then select OK **(Please refer the practical file, I added with this word file for all demonstration).**

1. **Explain Pivot table with implementation?**

A pivot table is a powerful data summarization tool that can automatically sort, count, and sum up data stored in tables and display the summarized data. Pivot tables are useful to quickly create crosstabs (a process or function that combines and/or summarizes data from one or more sources into a concise format for analysis or reporting) to display the joint distribution of two or more variables. 3 Use of Pivot table:-

* To summarize the data contained in a lengthy list into a compact format.
* To find relationships within the data that are otherwise hard to see because of the amount of detail.
* To organize the data into a format that’s easy to read.

1. **Explain Lookup In Excel with Suitable Example?**

Lookup functions in Excel mean referencing a cell to match values in another row or column against the cell and thereby retrieving the corresponding results from the respective rows and columns. **(Please refer the practical file, I added with this word file for all demonstration).**

1. **What is Data Validation and how it implement in Excel?**

Data validation is a feature in excel that helps you to have a control on what can be entered in your worksheet. This is an interesting feature in excel that makes data entry easier and reduces your input errors and mistakes. **(Please refer the practical file, I added with this word file for all demonstration).**