**EXCEL**

1. What formula would you use to find the current date in Excel?

A)=NOW

1. Given the following table:

| **ID** | **Name** | **Age** |
| --- | --- | --- |
| 1 | John | 25 |
| 2 | Sarah | 30 |
| 3 | Michael | 35 |

What formula would you use to find the age of "Sarah"?

VLOOKUP

1. How do you create a drop-down list in a cell that only allows users to select between the options "Red", "Blue", and "Green"?

A)Data validation

1. What function would you use to calculate the average of a range of cells (e.g., A1 to A10)? =AVERAGE
2. Shortcut key to create a table in excel?
3. Ctrl + T
4. How can you remove duplicates in a dataset in Excel?
5. Select the entire table ->go to the data bar->select remove duplicates
6. What formula would you use to display the first 3 characters of the value in cell A1?

A) =LEFT(A1, 3)

1. What is the difference between the functions VLOOKUP and HLOOKUP?

A)VLOOKUP -vertically, HLOOKUP-horizontally

1. What is the difference between a relative reference and an absolute reference in Excel formulas?
2. RELATIVE -Changes when copied to another cell.
3. Absolute- Remains fixed when copied.
4. What is the purpose of a PivotTable in Excel?

A)pivot table gives summarized without formula

**PRACTICAL**

1. You have been given a sales report for a company, and your task is to analyze the data. The data is in an Excel worksheet with the following columns:

| **Order ID** | **Product** | **Quantity Sold** | **Unit Price** | **Total Sales** | **Sales Date** |
| --- | --- | --- | --- | --- | --- |
| 001 | Widget A | 10 | 15 | 150 | 2025-01-05 |
| 002 | Widget B | 5 | 20 | 100 | 2025-01-06 |
| 003 | Widget A | 8 | 15 | 120 | 2025-01-07 |
| 004 | Widget C | 12 | 25 | 300 | 2025-01-08 |
| 005 | Widget B | 7 | 20 | 140 | 2025-01-09 |
|  |  |  |  |  |  |

1. **Calculate the "Total Sales"**
2. **Find the total sales for each product**
3. **Highlight the bestselling product**
4. **Identify Orders That Have Sold More Than 10 Units.**
5. You have a table of products and their prices, and a separate table with order details. You need to calculate the total price of each order by looking up the price for each product using **VLOOKUP**.

**Table 1: Product List**

| **Product ID** | **Product Name** | **Unit Price** |
| --- | --- | --- |
| P001 | Widget A | 15 |
| P002 | Widget B | 20 |
| P003 | Widget C | 25 |

**Table 2: Order Details**

| **Order ID** | **Product ID** | **Quantity** | **Total Price** |
| --- | --- | --- | --- |
| 001 | P001 | 10 |  |
| 002 | P002 | 5 |  |
| 003 | P003 | 12 |  |

**Task:**

Use the **VLOOKUP** function to look up the **Unit Price** from Table 1 and calculate the **Total Price** for each order by multiplying the **Unit Price** by the **Quantity**.

1. You have a table with employee information, including their employee ID, department, and salary. You need to find the **Salary** and **Department** of a specific employee based on their **Employee ID** using **INDEX** and **MATCH**.

**Table: Employee Information**

| **Employee ID** | **Name** | **Department** | **Salary** |
| --- | --- | --- | --- |
| E001 | John Smith | HR | 50000 |
| E002 | Sarah Lee | Marketing | 55000 |
| E003 | Michael Ray | IT | 60000 |
| E004 | Emma Davis | Finance | 65000 |

**Task:**

Using the **INDEX** and **MATCH** functions, find the **Salary** and **Department** for **Employee ID E003** (Michael Ray).