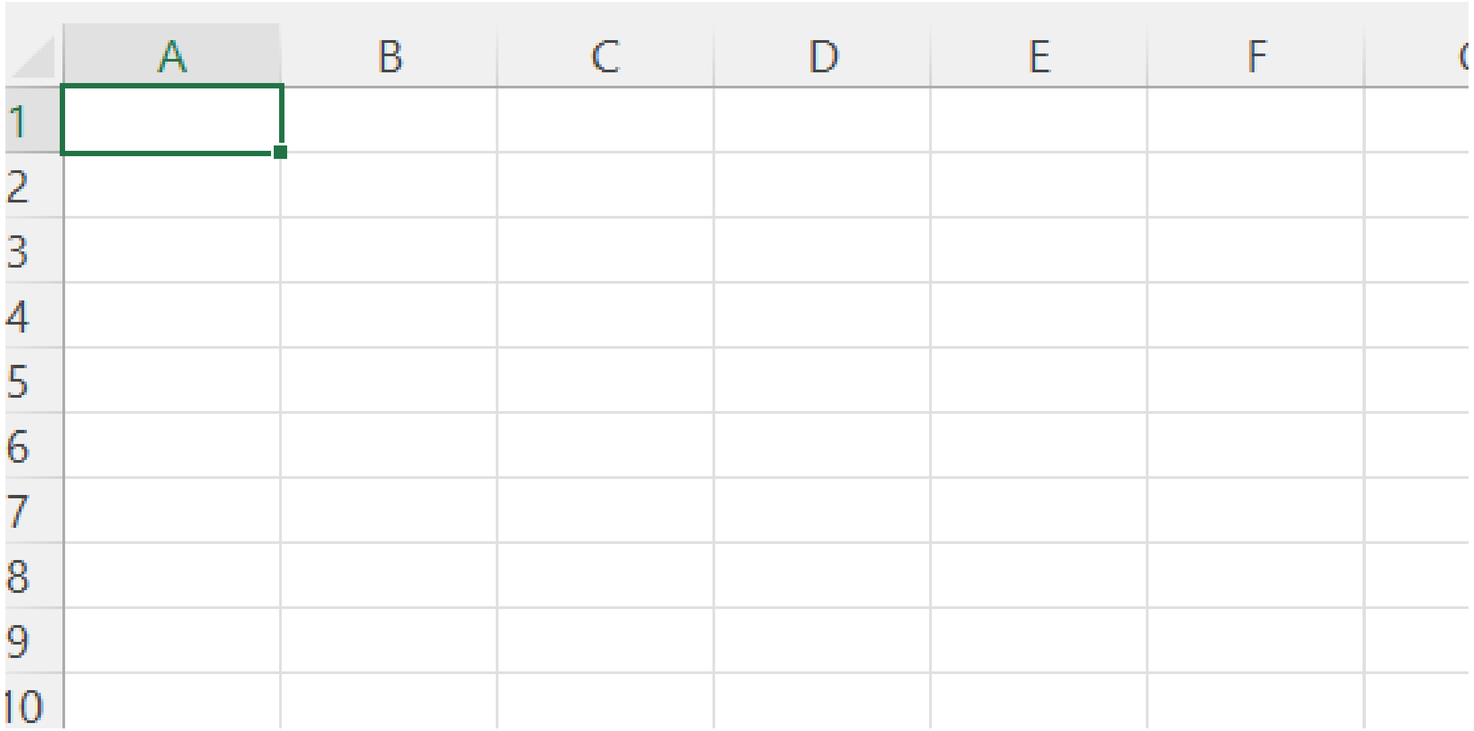
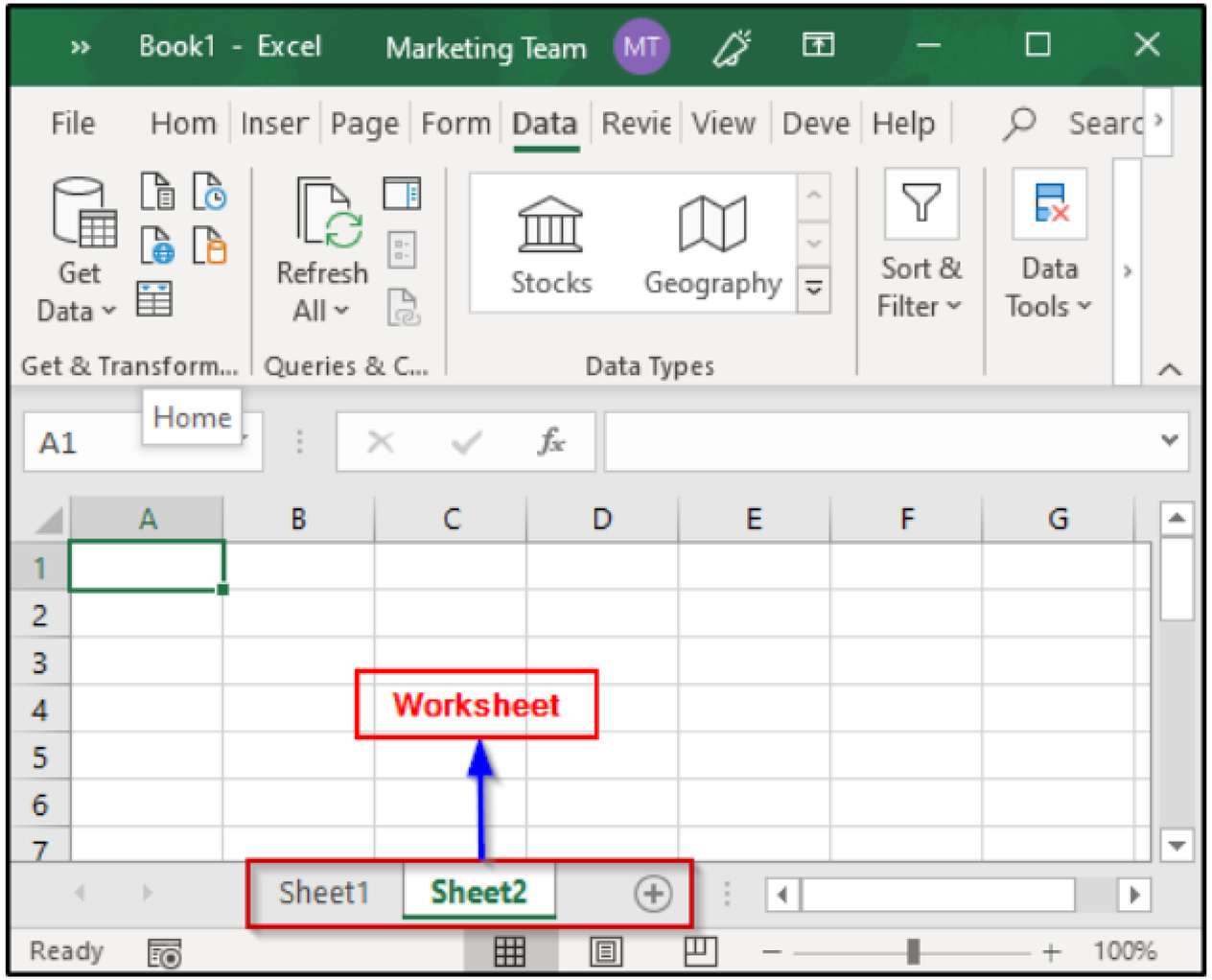
1 Explain MS Excel in brief

Microsoft Excel is a spreadsheet or a computer application that allows the storage of data in the form of a table. Excel was developed by Microsoft and can be used on various operating systems such as Windows, macOS, IOS and Android.

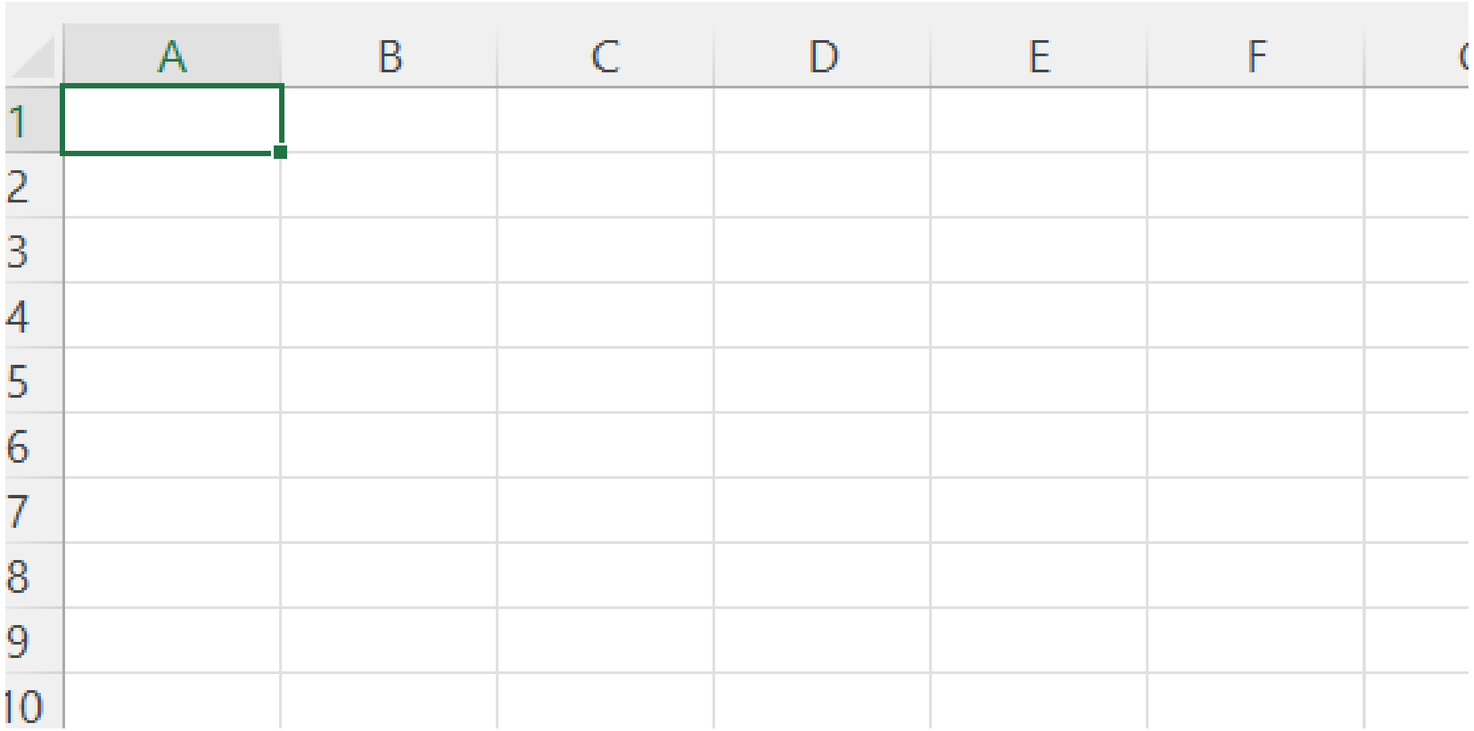
2 What do you mean by cells in an Excel sheet?



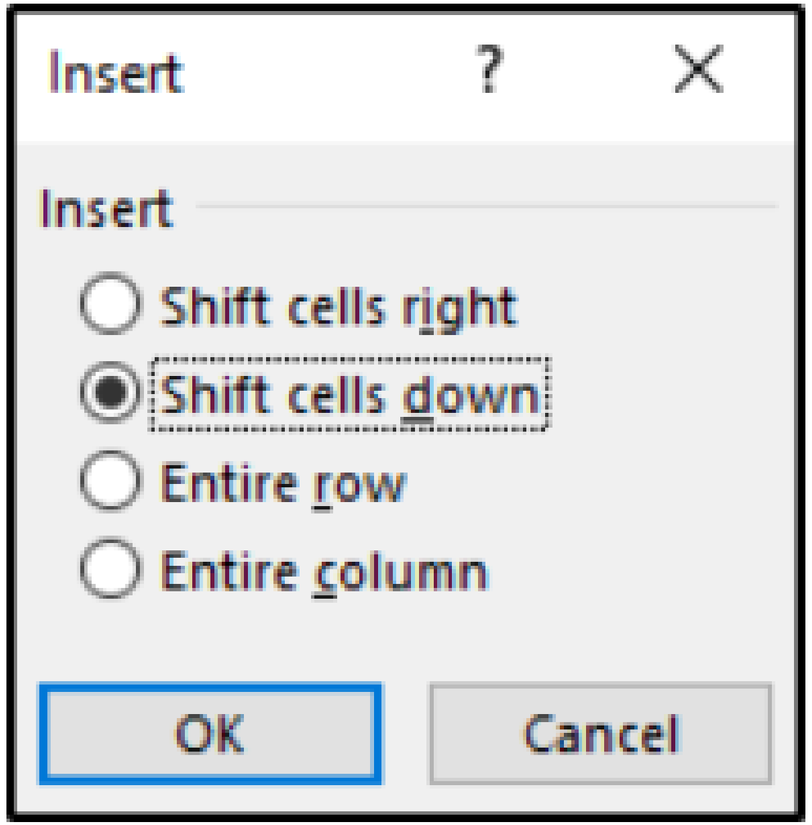
3 Explain what is a spreadsheet?



4 What do you mean by cell address?



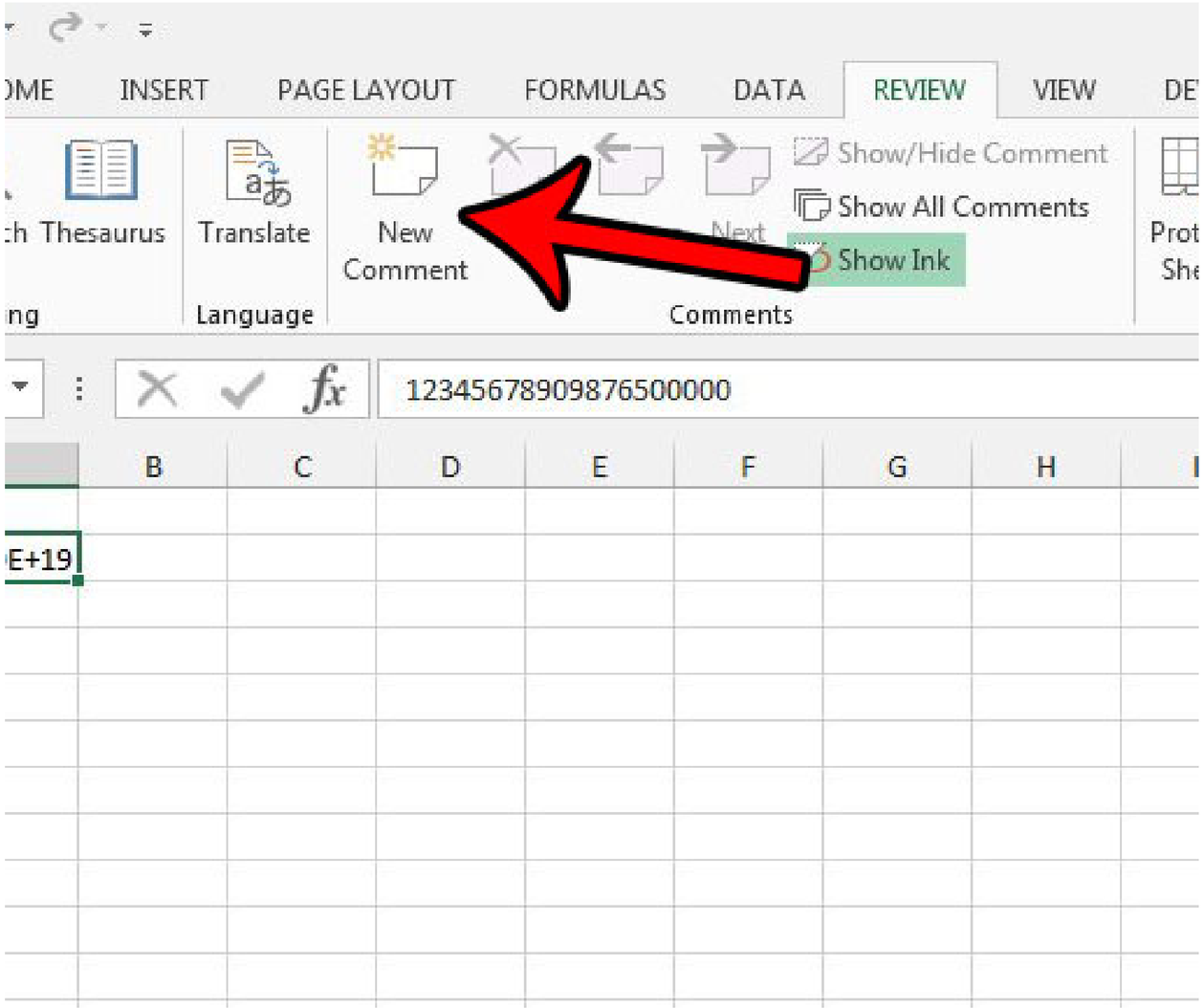
5 Can you add cells?



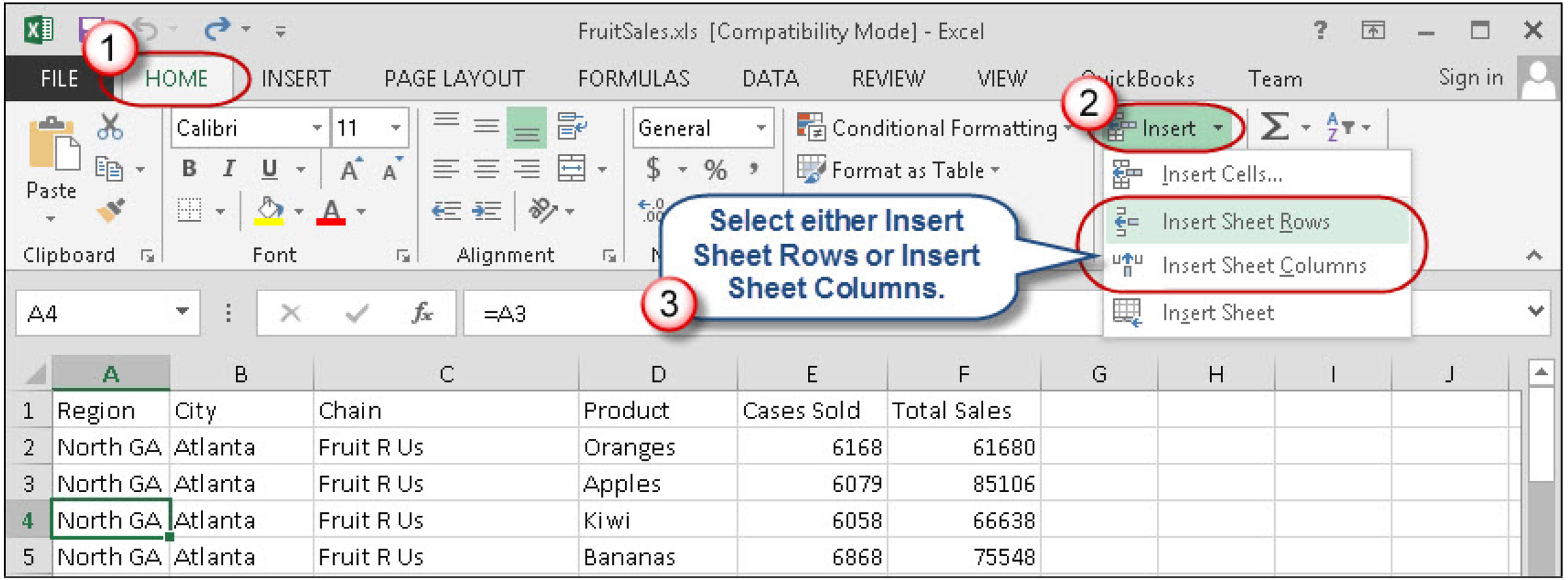
6 Can you format MS Excel cells? If yes, then how?

Name	Description
Number	Allows formatting cells to be of any type such as currency, accounting, date, percentage, etc
Alignment	Allows text control, alignment and setting its direction
Font	Enables various fonts, styles, sizes, colors, etc
Border	Allows cell borders to be changed, removed, colored, etc
Fill	Enables you to choose different colors and styles to fill up the cell
Protection	Allows you to lock or hide cells

7 Can you add comments to a cell?

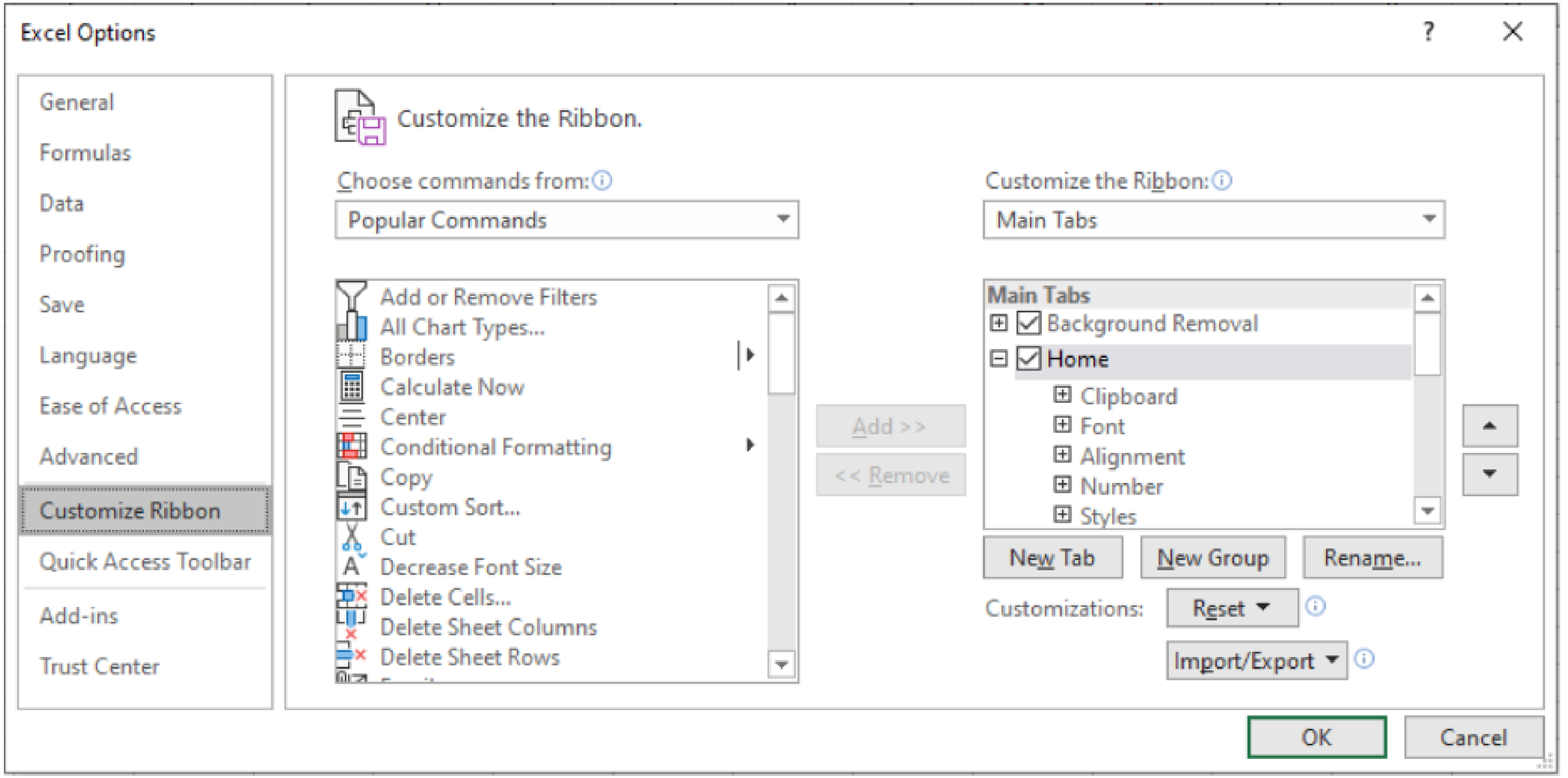


8 Can you add new rows and columns to an Excel sheet?

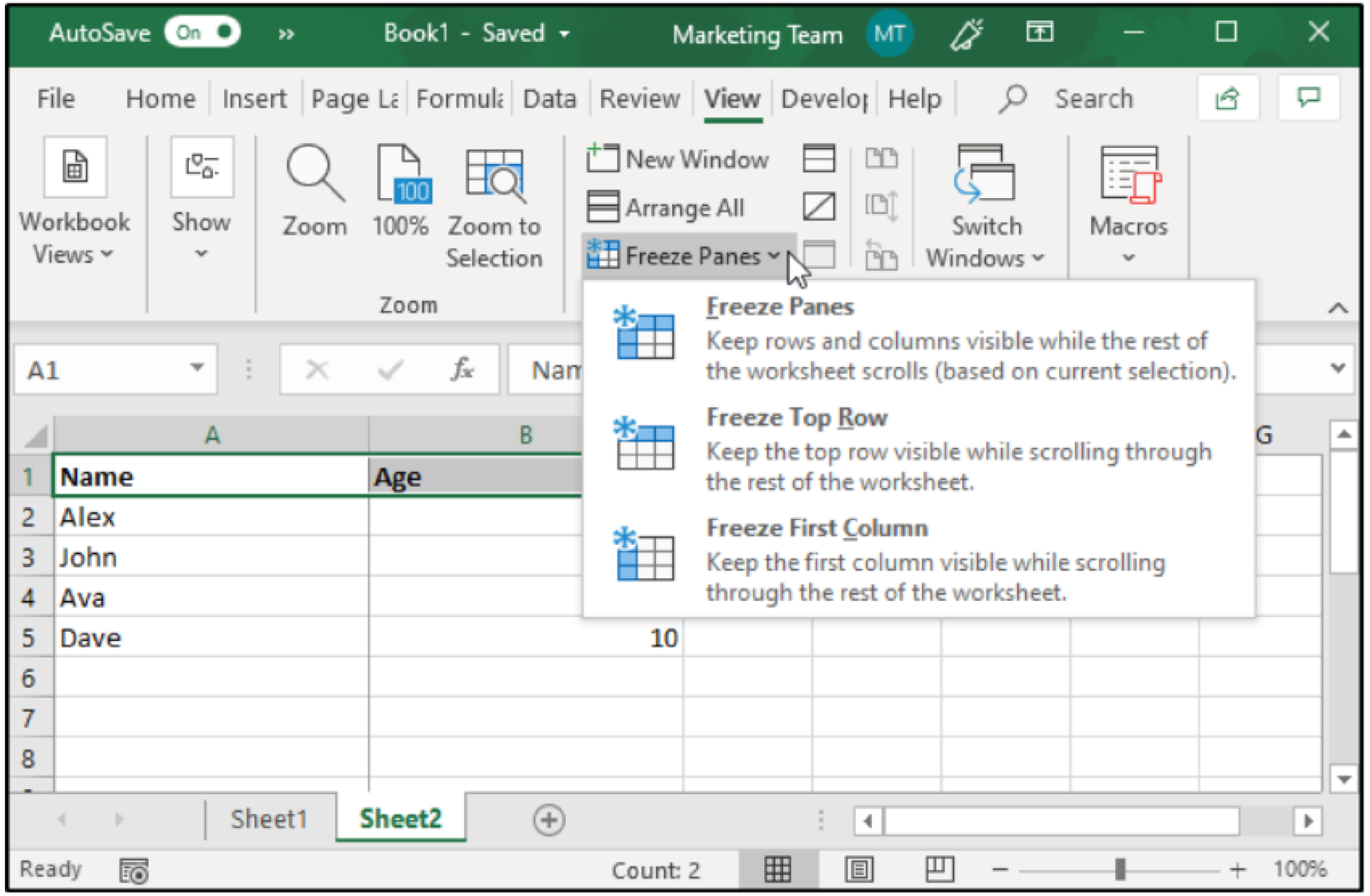


	A	B	C	D	E	F
1	Region	City	Chain	Product	Cases Sold	Total Sales
2	North GA	Atlanta	Fruit R Us	Oranges	6168	61680
3	North GA	Atlanta	Fruit R Us	Apples	6079	85106
4	North GA	Atlanta	Fruit R Us	Kiwi	6058	66638
5	North GA	Atlanta	Fruit R Us	Bananas	6868	75548

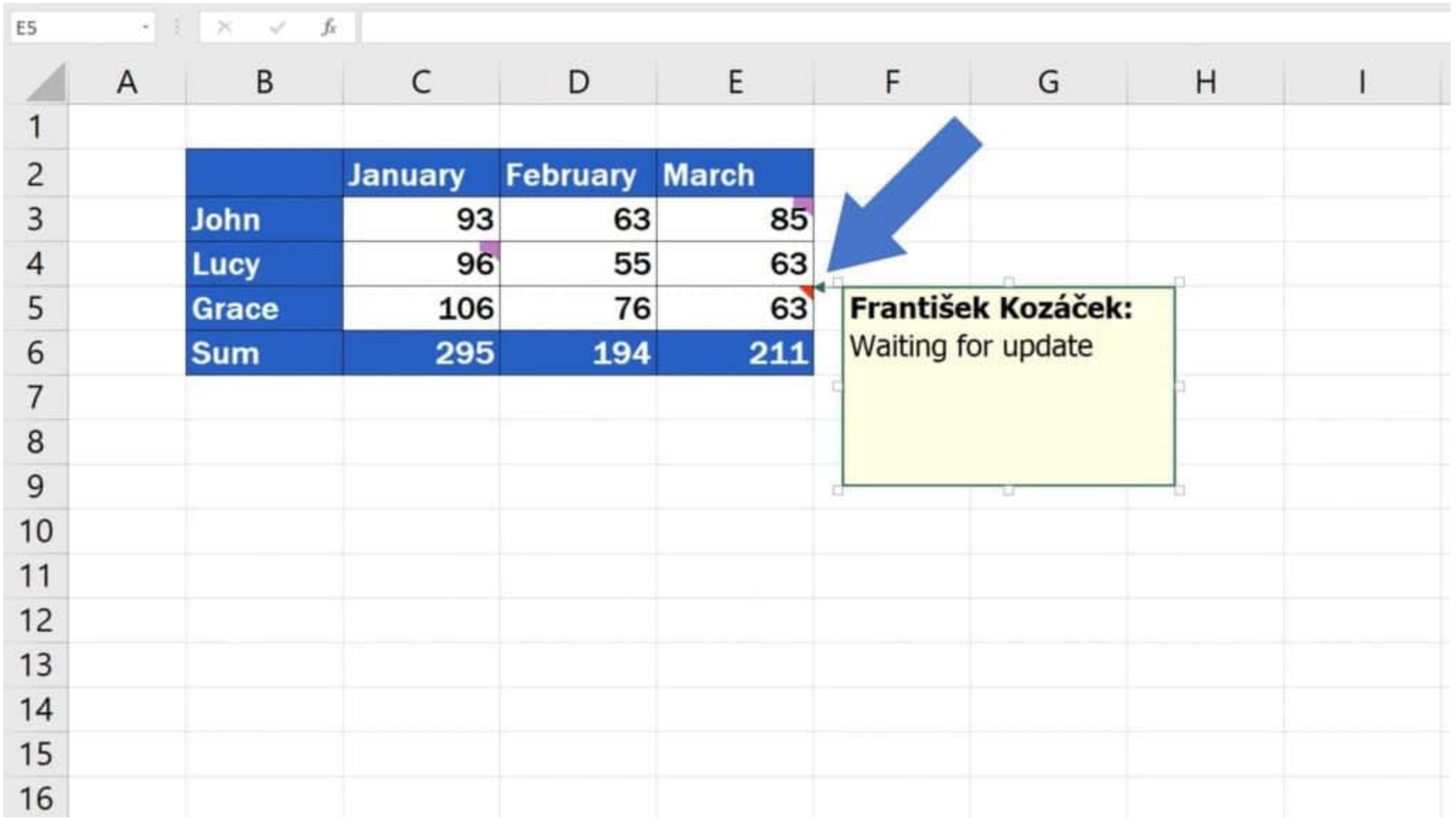
9 What is Ribbon and where does it appear?



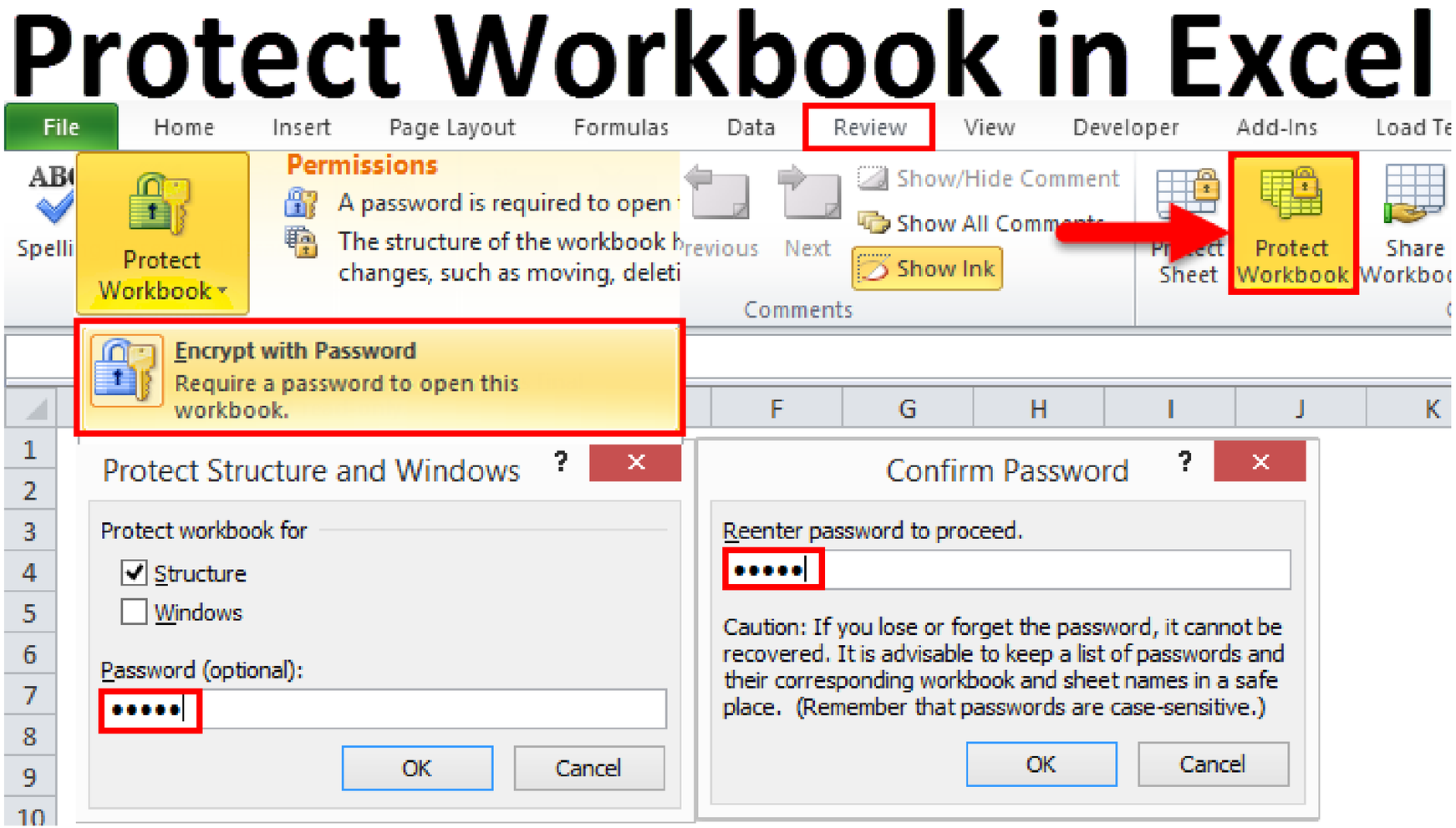
10 How do you freeze panes in Excel?



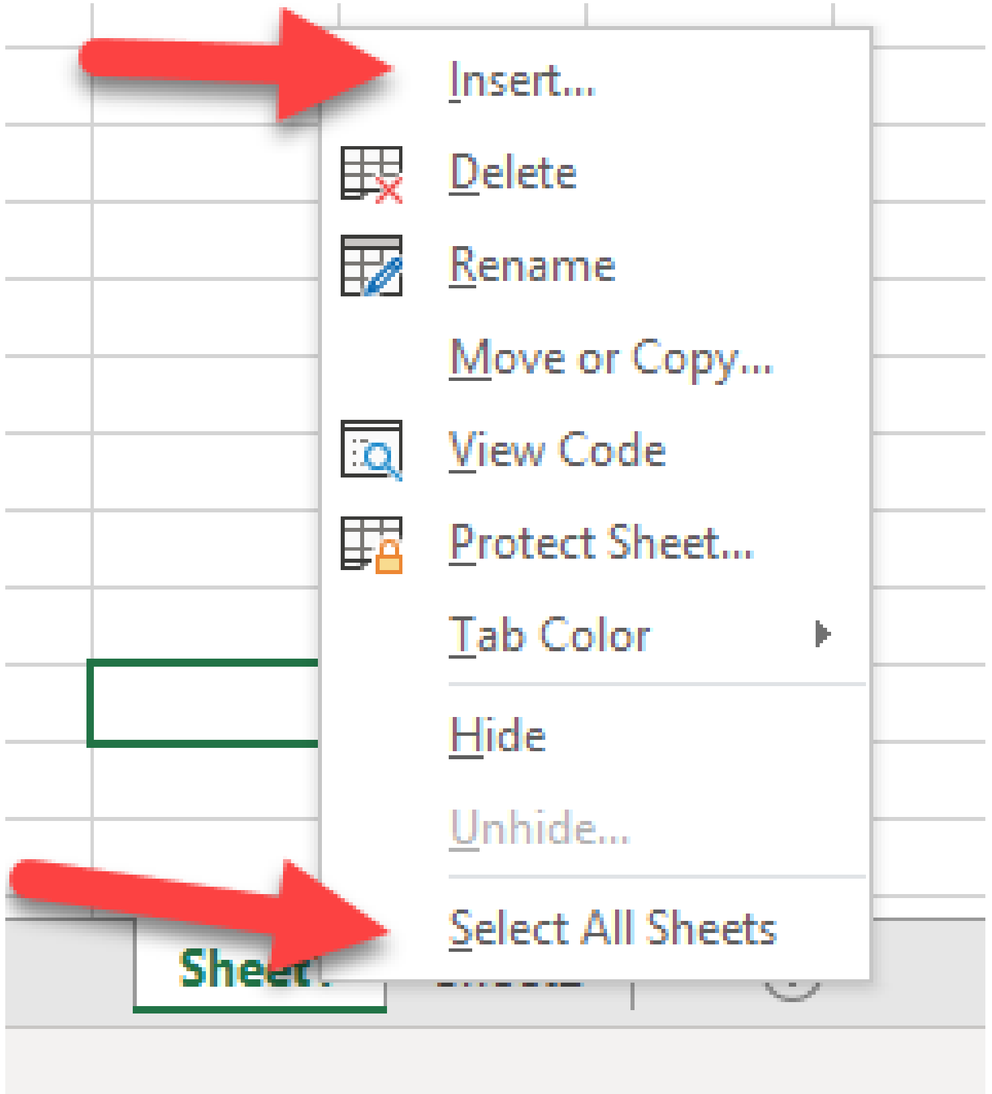
11 How do you add a Note to a cell?



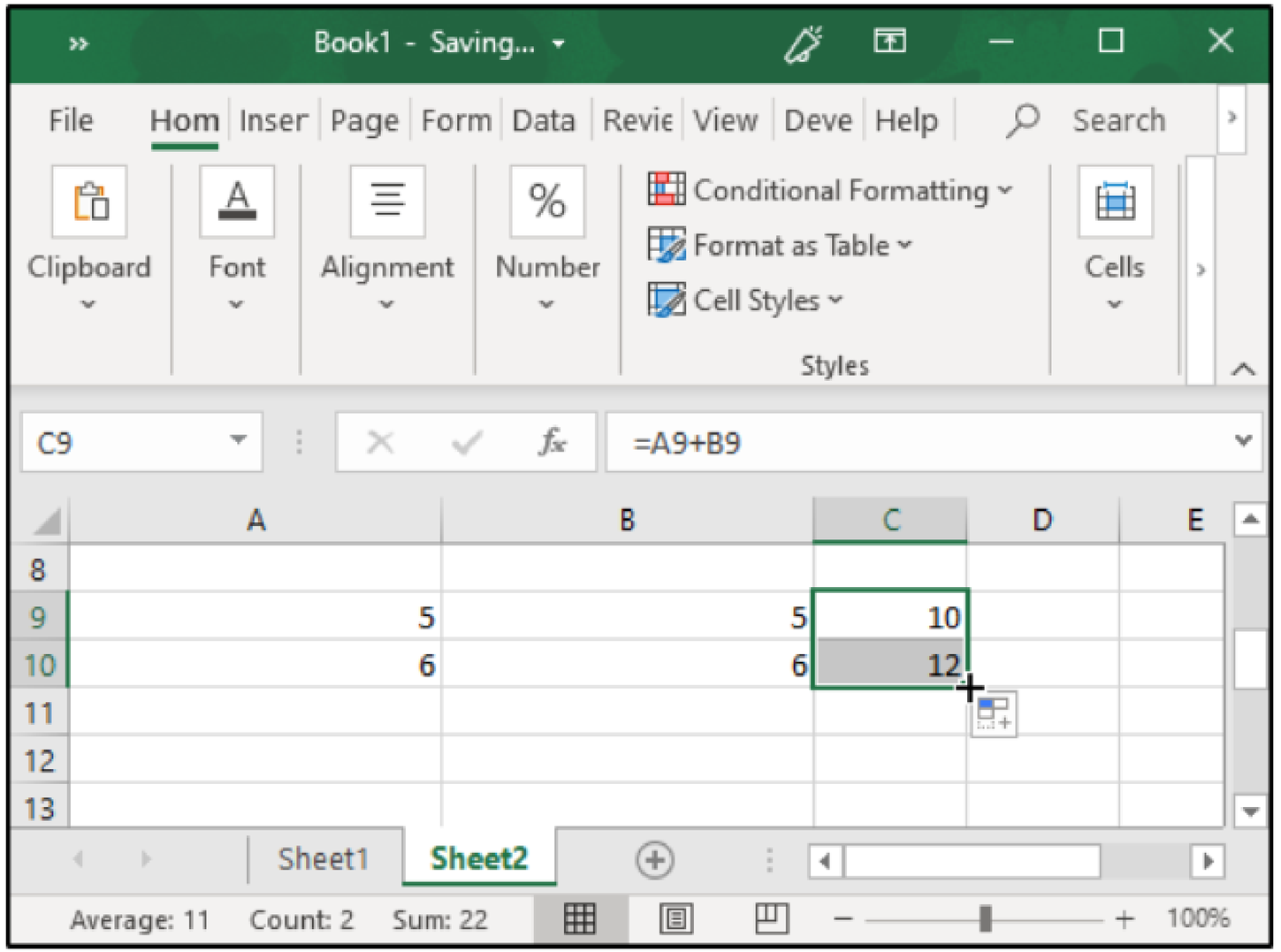
12 Can you protect workbooks in Excel?



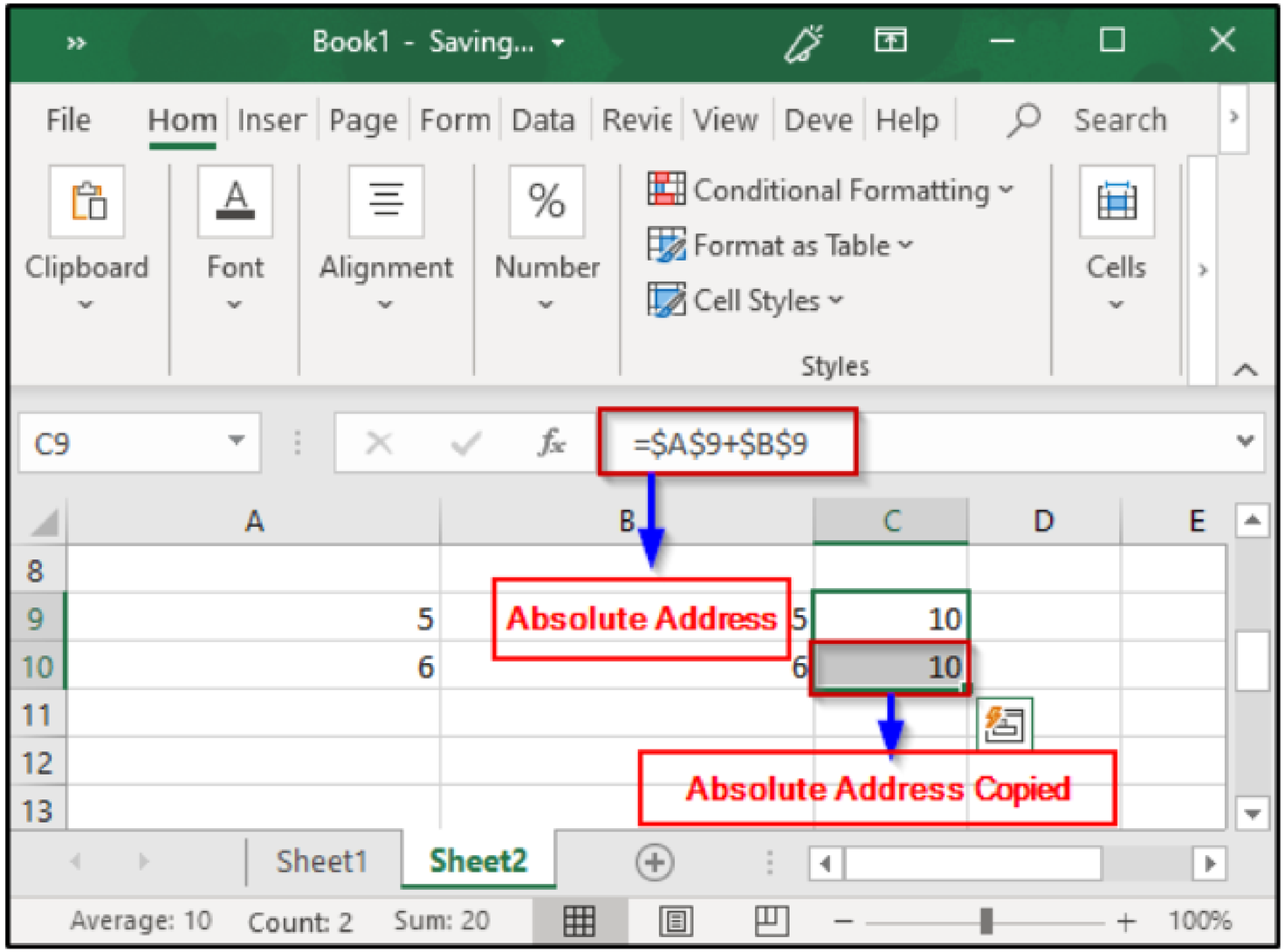
13 How do you apply a single format to all the sheets present in a workbook?



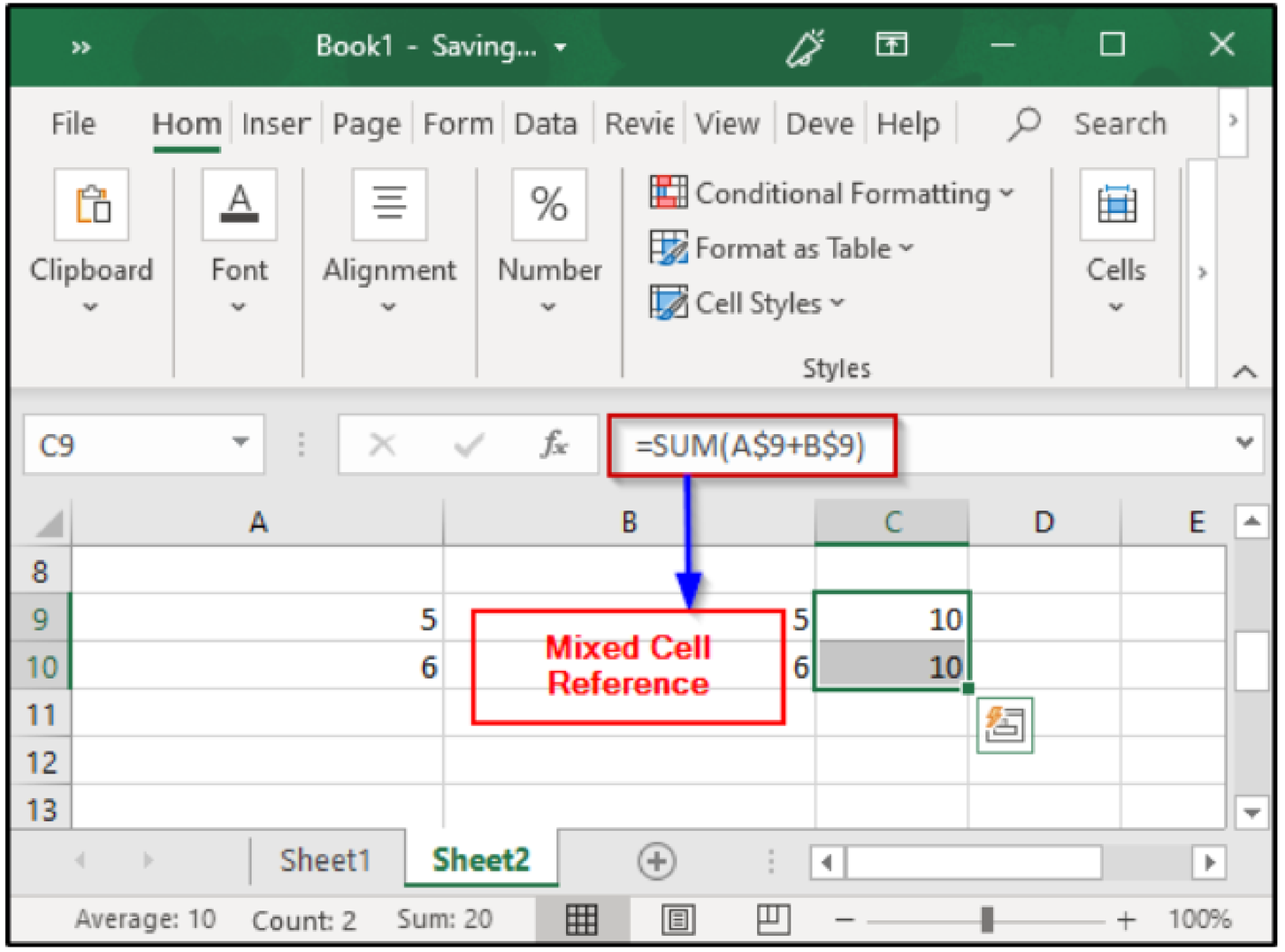
14 What do you understand by Relative Cell Addresses?



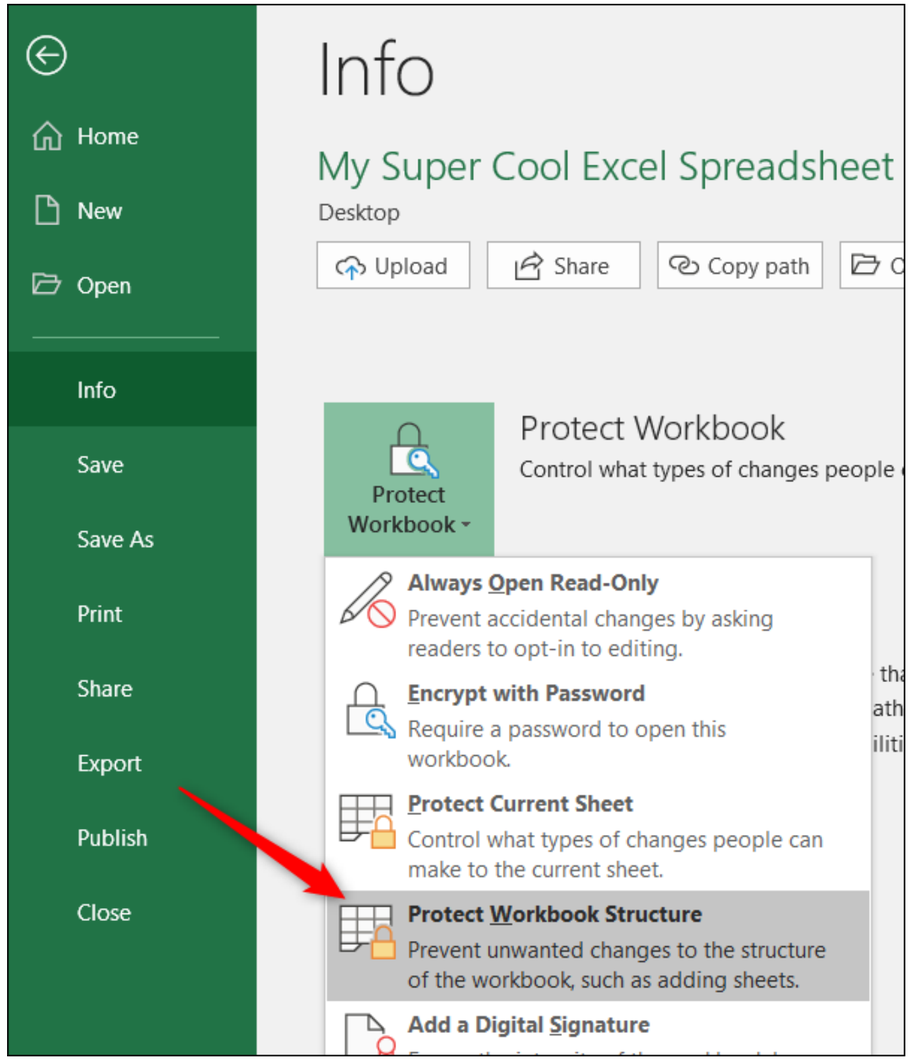
15 In case you don’t want to modify the cell addresses when they are copied, what should you do?



16 What will you do if you want to change either the column letter or the row number but not both?

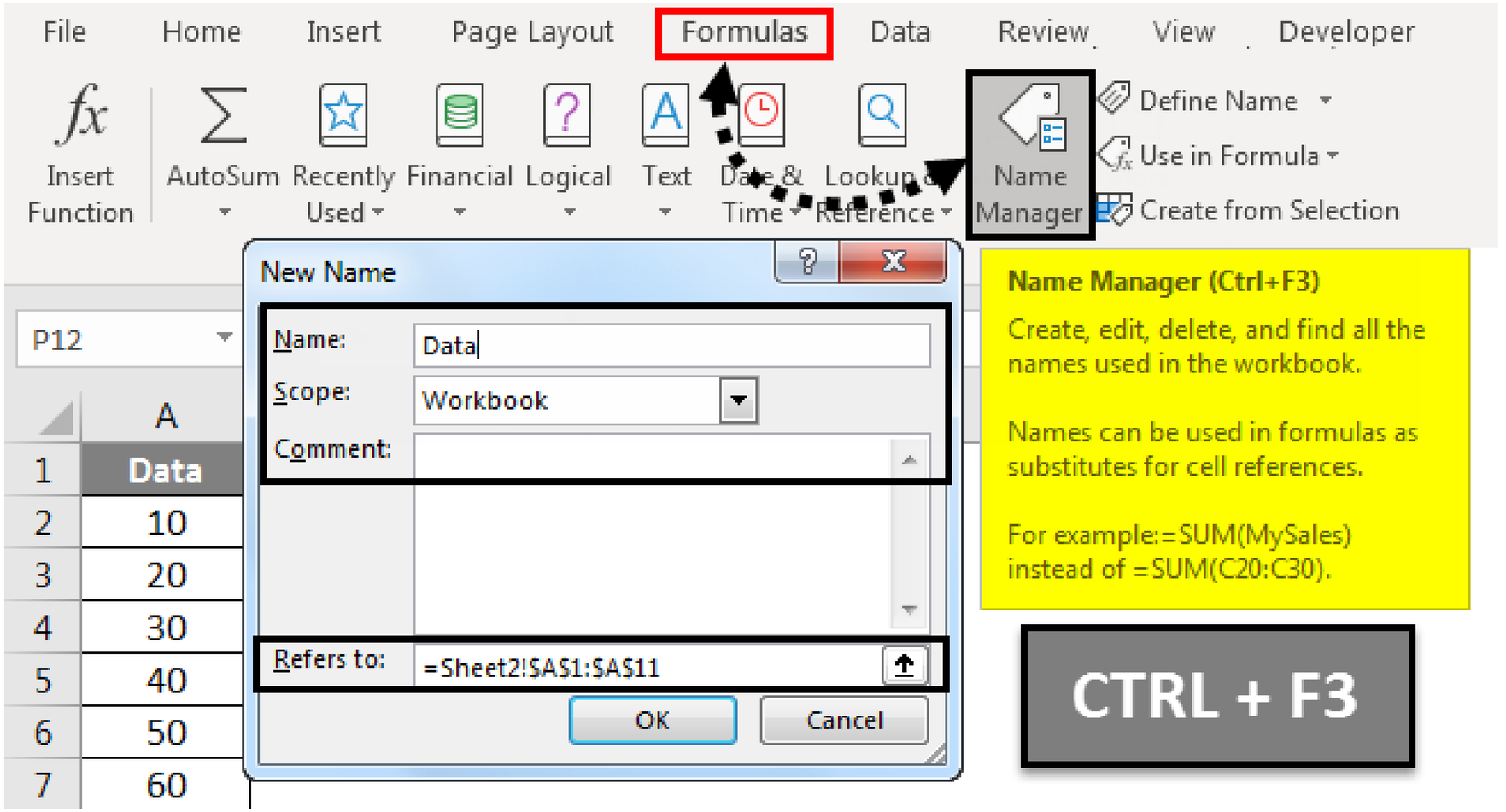


17 Can you protect cells of a sheet from being copied?



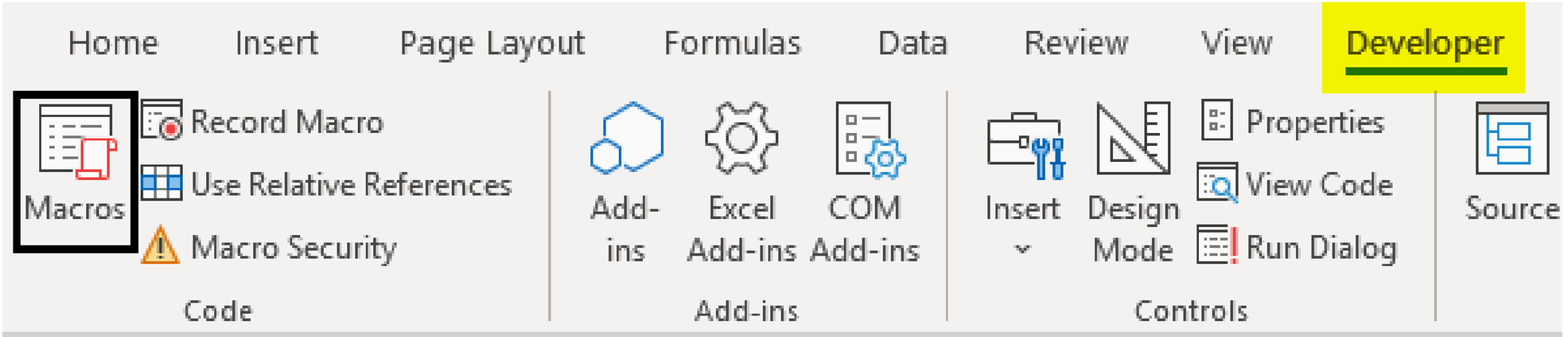
18 How do you create Named Ranges?

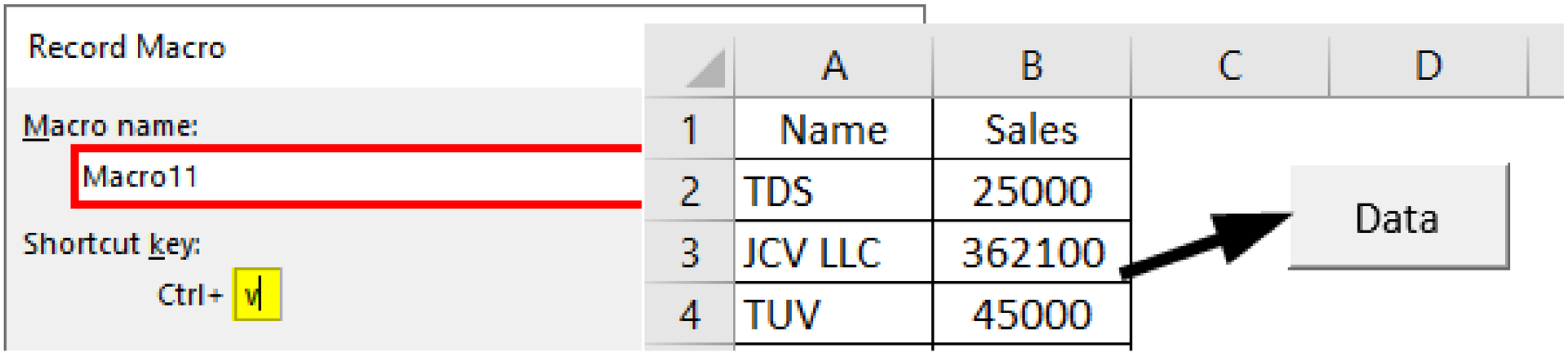
Named Range in Excel



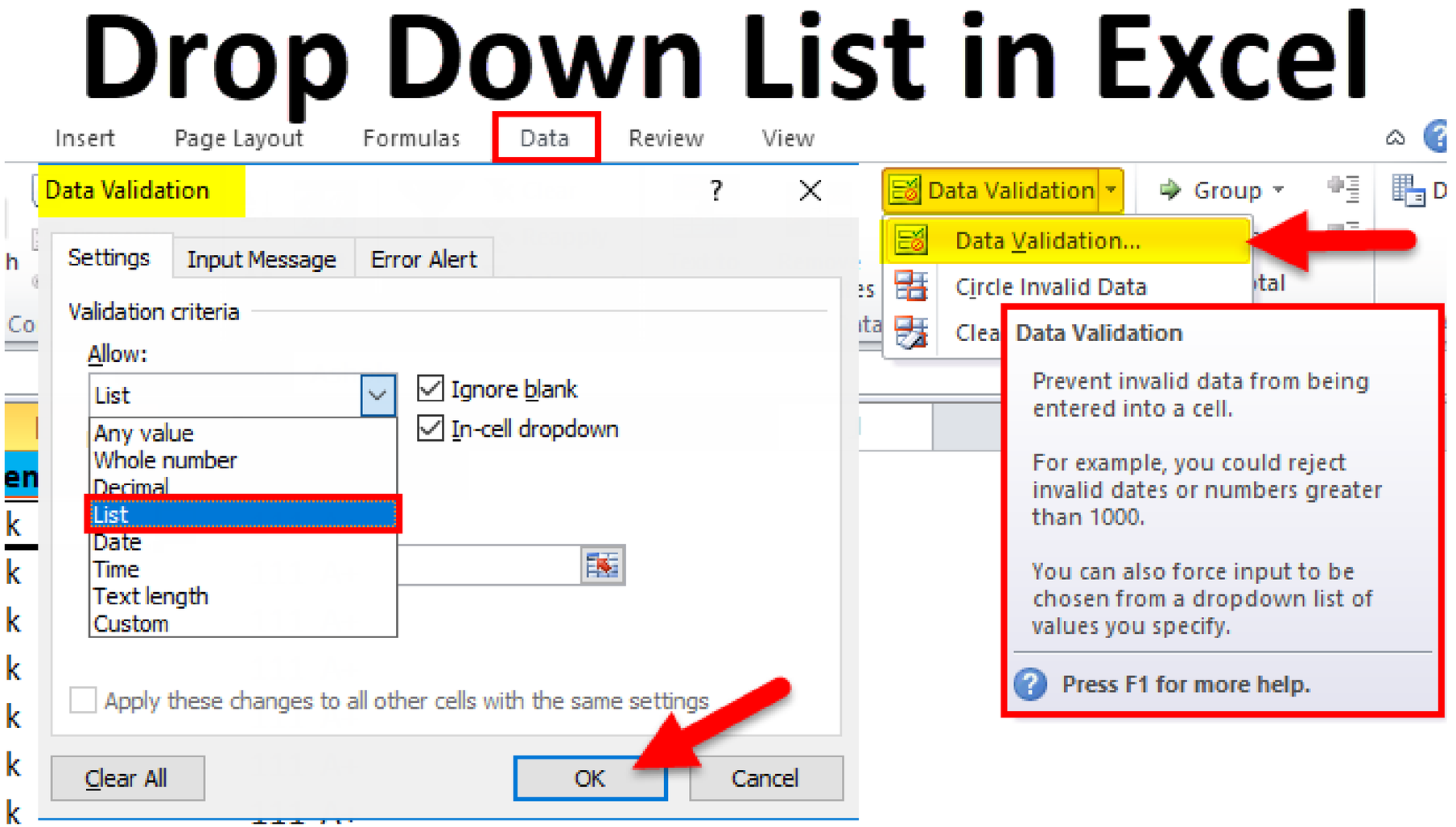
19 What are macros?

Examples of Excel Macros



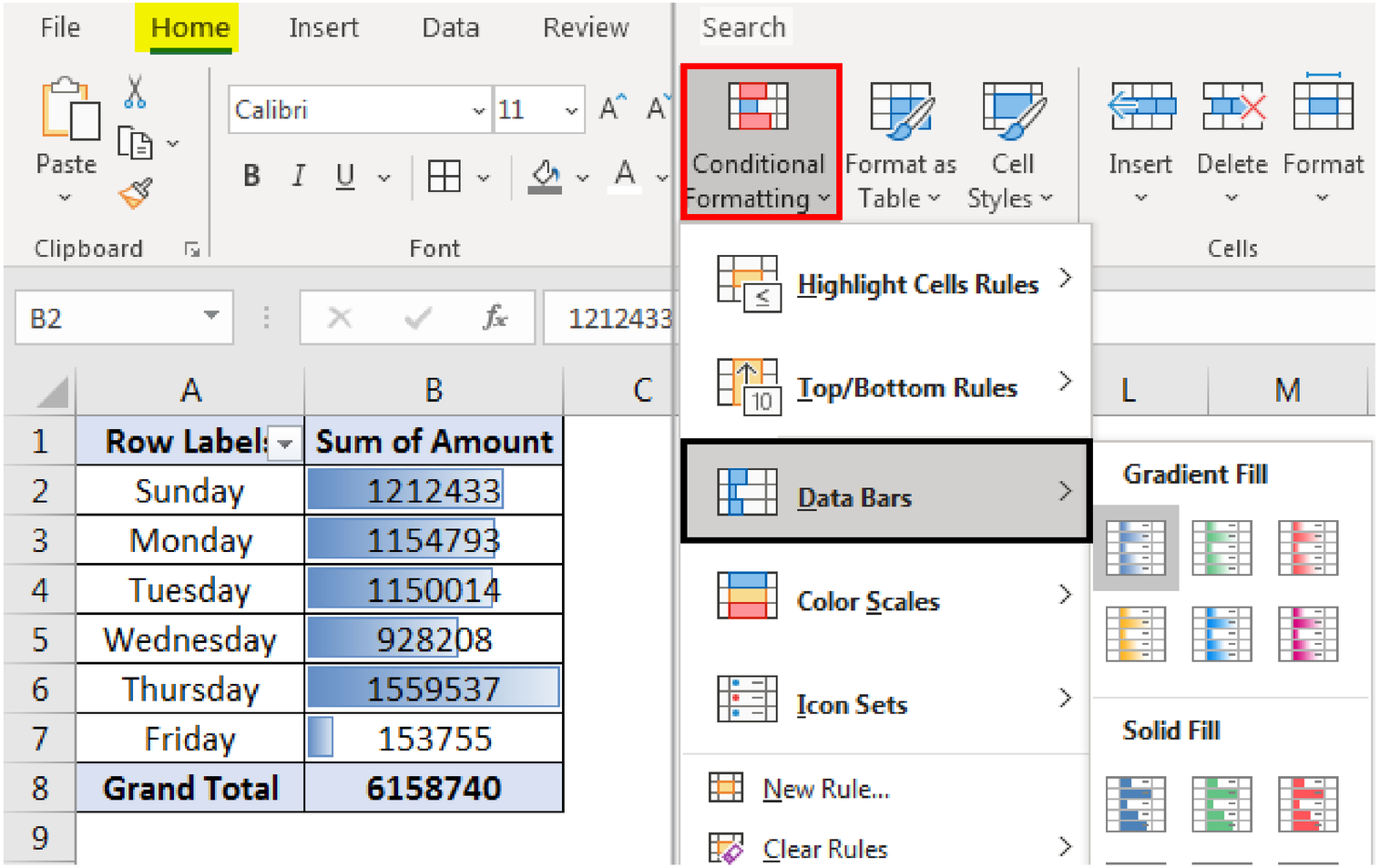


20 How do you create dropdown lists in Excel?



21 Explain Pivot tables along with their features?

Pivot Table Examples

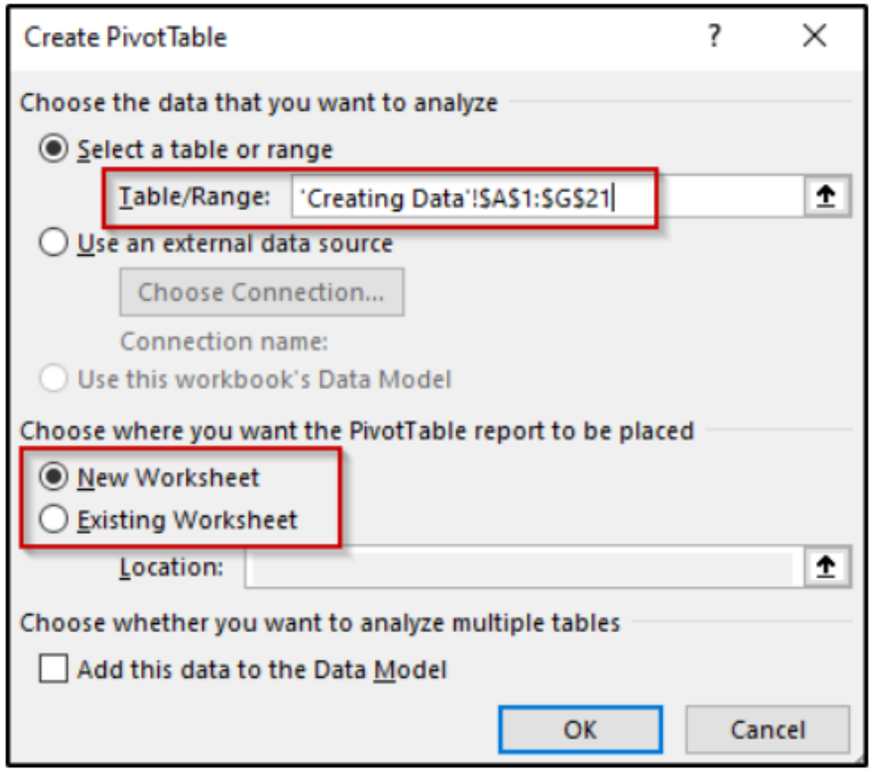


22 How do you create Pivot Tables?

N7

	A	B	C	D	E	F	G	H	I
1	Order ID	Date	Name	Item	City	Quantity	Amount		
2	1	01-01-2019	Jon	Banana	Washington	23	$ 250.00		
3	2	02-01-2019	Ivan	Apple	Texas	24	$ 300.00		
4	3	03-01-2019	Percy	Orange	Chicago	25	$ 400.00		
5	4	04-01-2019	Torres	Pnieapple	New York	26	$ 500.00		
6	5	05-01-2019	Leo	Banana	Washington	23	$ 250.00		
7	6	06-01-2019	Sergio	Apple	Texas	24	$ 300.00		
8	7	07-01-2019	Chris	Banana	Chicago	25	$ 400.00		
9	8	08-01-2019	Rafa	Apple	New York	26	$ 500.00		
10	9	09-01-2019	Mary	Orange	Washington	23	$ 250.00		
11	10	10-01-2019	Giff	Pnieapple	Texas	24	$ 300.00		
12	11	11-01-2019	Brad	Banana	Chicago	25	$ 400.00		
13	12	12-01-2019	Roger	Apple	New York	26	$ 500.00		
14	13	13-01-2019	Iker	Banana	Washington	23	$ 250.00		
15	14	14-01-2019	Chris	Apple	Texas	24	$ 300.00		
16	15	15-01-2019	Rafa	Orange	Chicago	25	$ 400.00		
17	16	16-01-2019	Mary	Pnieapple	New York	26	$ 500.00		
18	17	17-01-2019	Giff	Banana	Washington	23	$ 250.00		
19	18	18-01-2019	Brad	Apple	Texas	24	$ 300.00		
20	19	19-01-2019	Roger	Orange	Chicago	25	$ 400.00		
21	20	20-01-2019	Iker	Banana	New York	26	$ 500.00		
22									

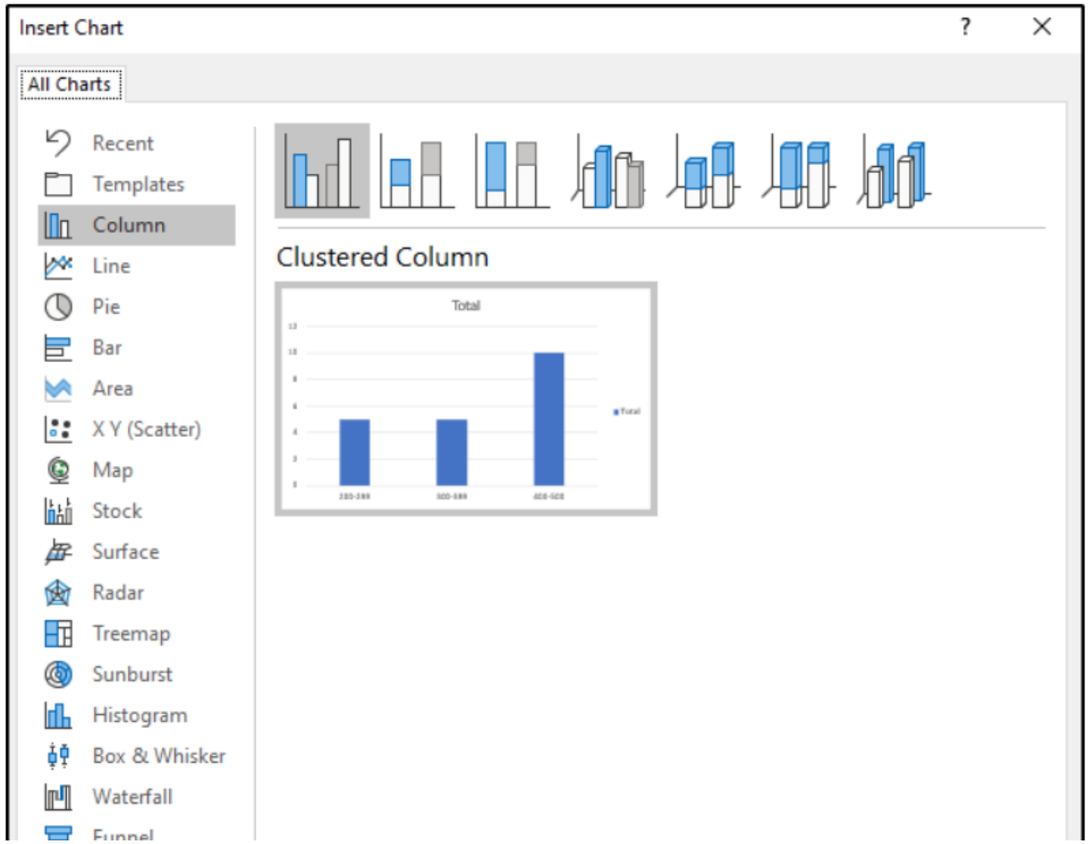
Creating Data



23 Can you create Pivot tables using multiple tables?

Page1	(All)			
Count of Value	Column Labels			
Row Labels	Amount		City	Quantity
Brad		2	2	2
Chris		2	2	2
Giff		2	2	2
Iker		2	2	2
Ivan		1	1	1
Jon		1	1	1
Leo		1	1	1
Mary		2	2	2
Percy		1	1	1
Rafa		2	2	2
Roger		2	2	2
Sergio		1	1	1
Torres		1	1	1

24 What are Pivot charts in MS Excel?



Row Labels	Count of Amount
200-299	5
300-399	5
400-500	10
Grand Total	20

25

What happens when you check the Defer Layout Update option present in the PivotTable Fields window?

26

Can you create a pivot table using tables from different worksheets?

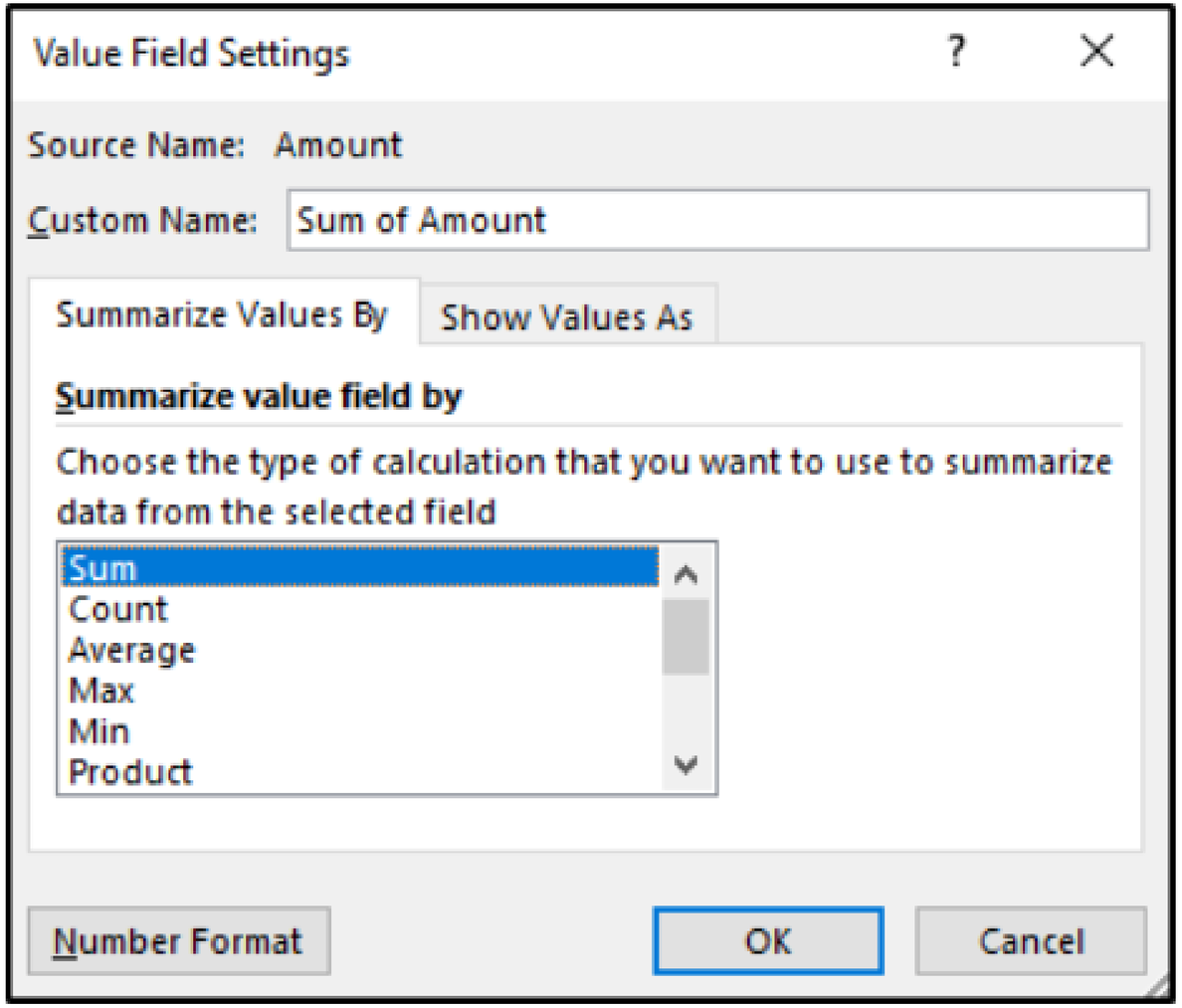
27 Is it possible to see the details of the results displayed in a pivot table?

	A	B	C	D
1	Row	Column	Value	Page1
2	Brad	City	Texas	sheet2
3	Brad	City	Chicago	sheet2

28 How are PivotTables used to filter data?

City	Chicago		
Sum of Amount	Column Labels		
Row Labels	Banana	Orange	Grand Total
Brad	400		400
Chris	400		400
Percy		400	400
Rafa		400	400
Roger		400	400
Grand Total	800	1200	2000

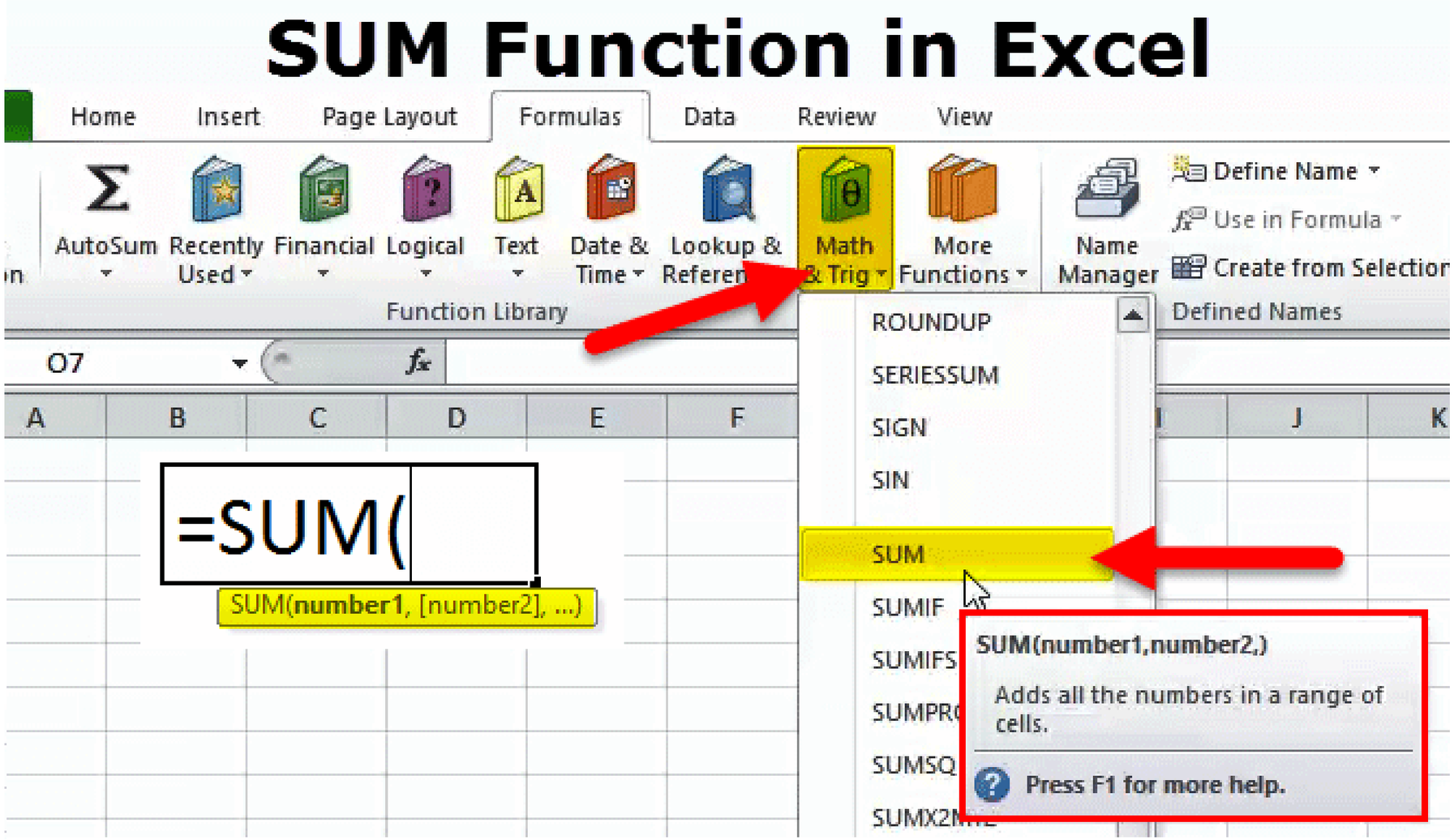
29 How do you change the value field to show some other result other than the Sum?



30 How to stop automatic sorting in PivotTables?

Excel automatically sorts the data present in the Pivot Tables

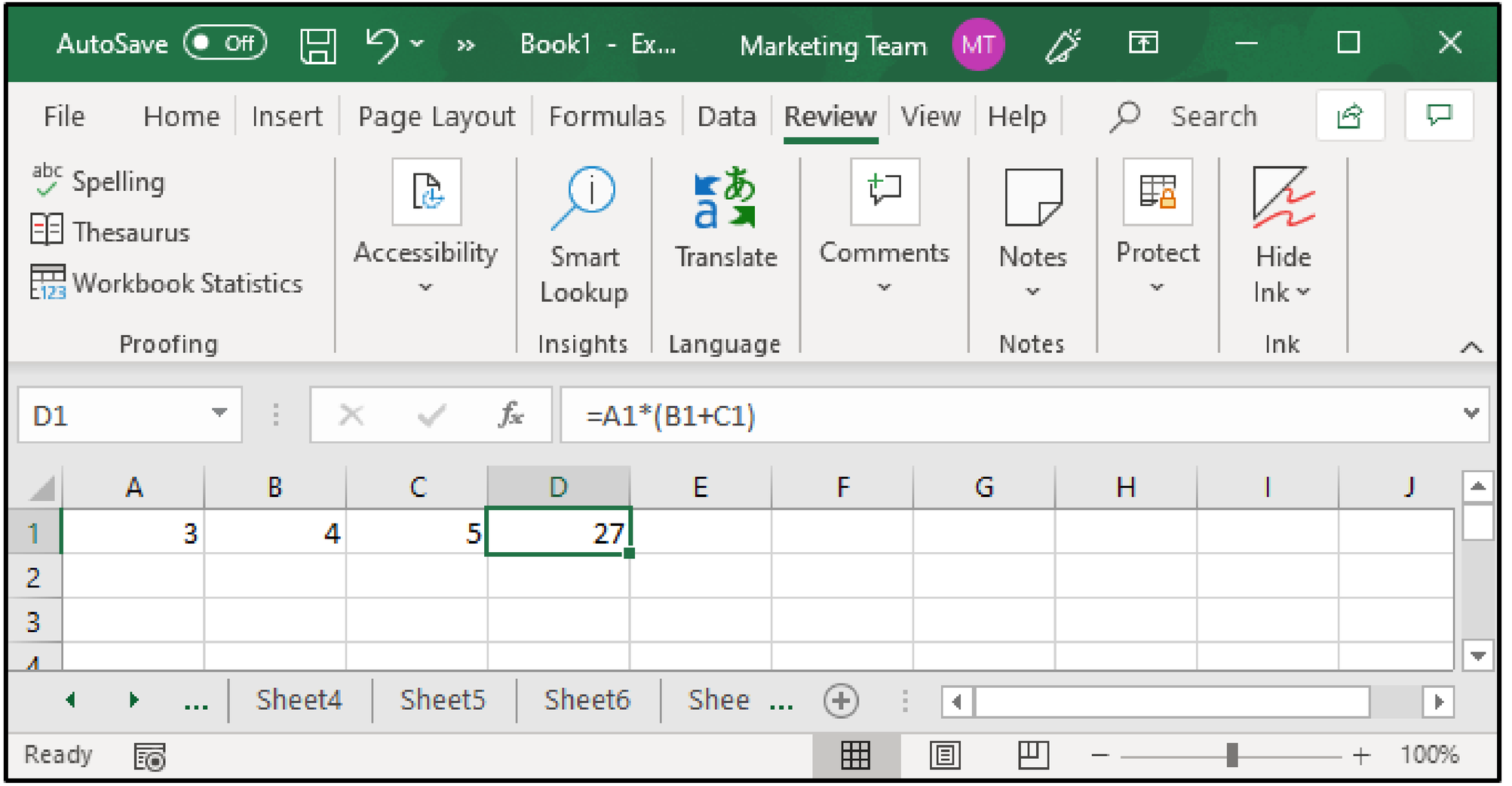
31 What do you understand by Excel functions?



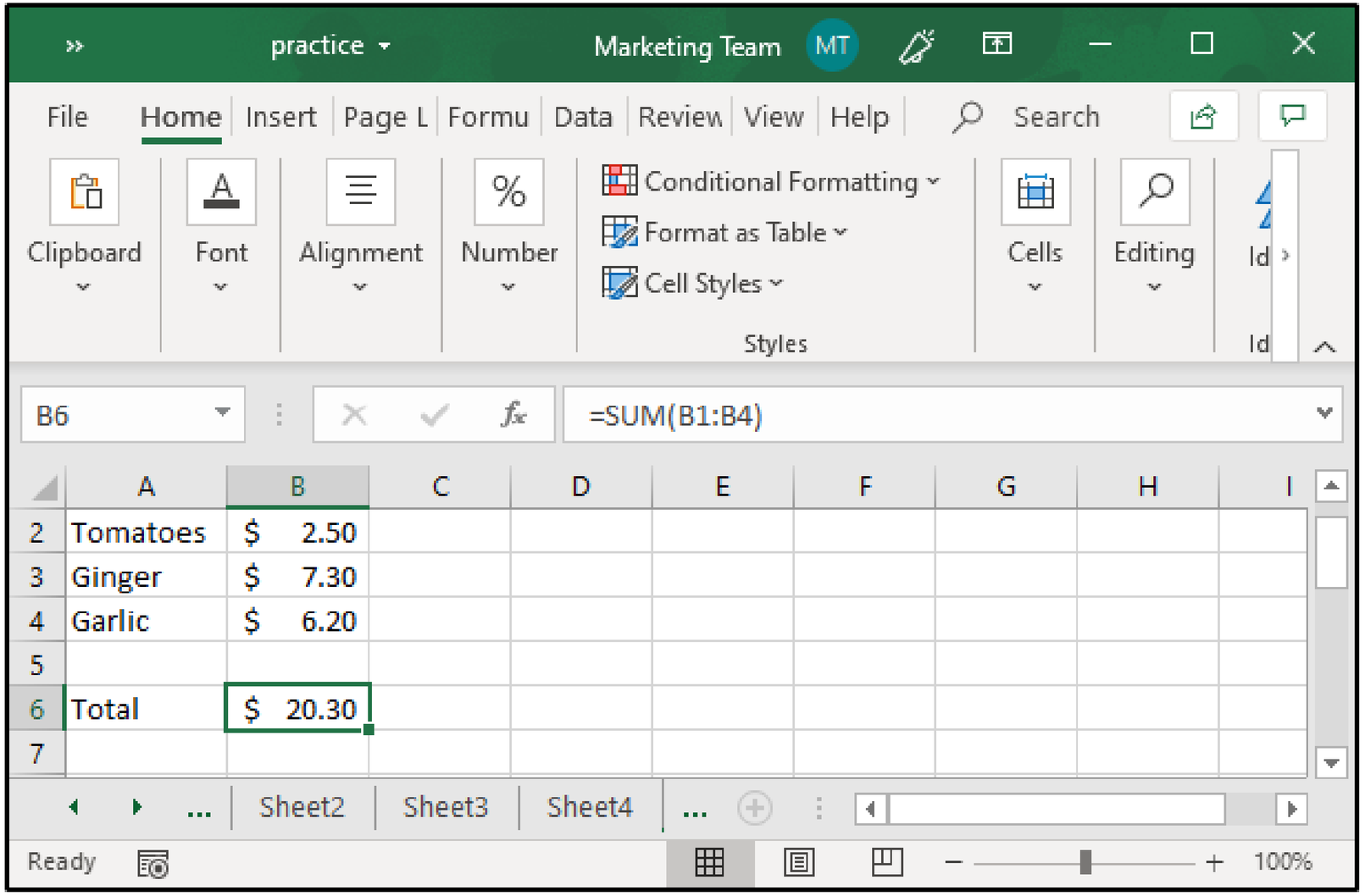
32 What are the various categories of functions available in Excel?

Catagory	Important Formulas
Date & Time	DAY, DATE, MONTH, etc
Financial	ACCINTM, DOLLARDE, ACCINT, etc
Math & Trig	SUM, SUMIF, PRODUCT, SIN, COS, etc
Statistical	AVERAGE, COUNT, COUNTIF, MAX, MIN, etc
Lookup & Reference	COLUMN, HLOOKUP, ROW, VLOOKUP, CHOOSE, etc
Database	DAVERAGE, DCOUNT, DMIN, DMAX, etc
Text	BAHTTEXT, DOLLAR, LOWER, UPPER, etc
Logical	AND, OR, NOT, IF, TRUE, FALSE, etc

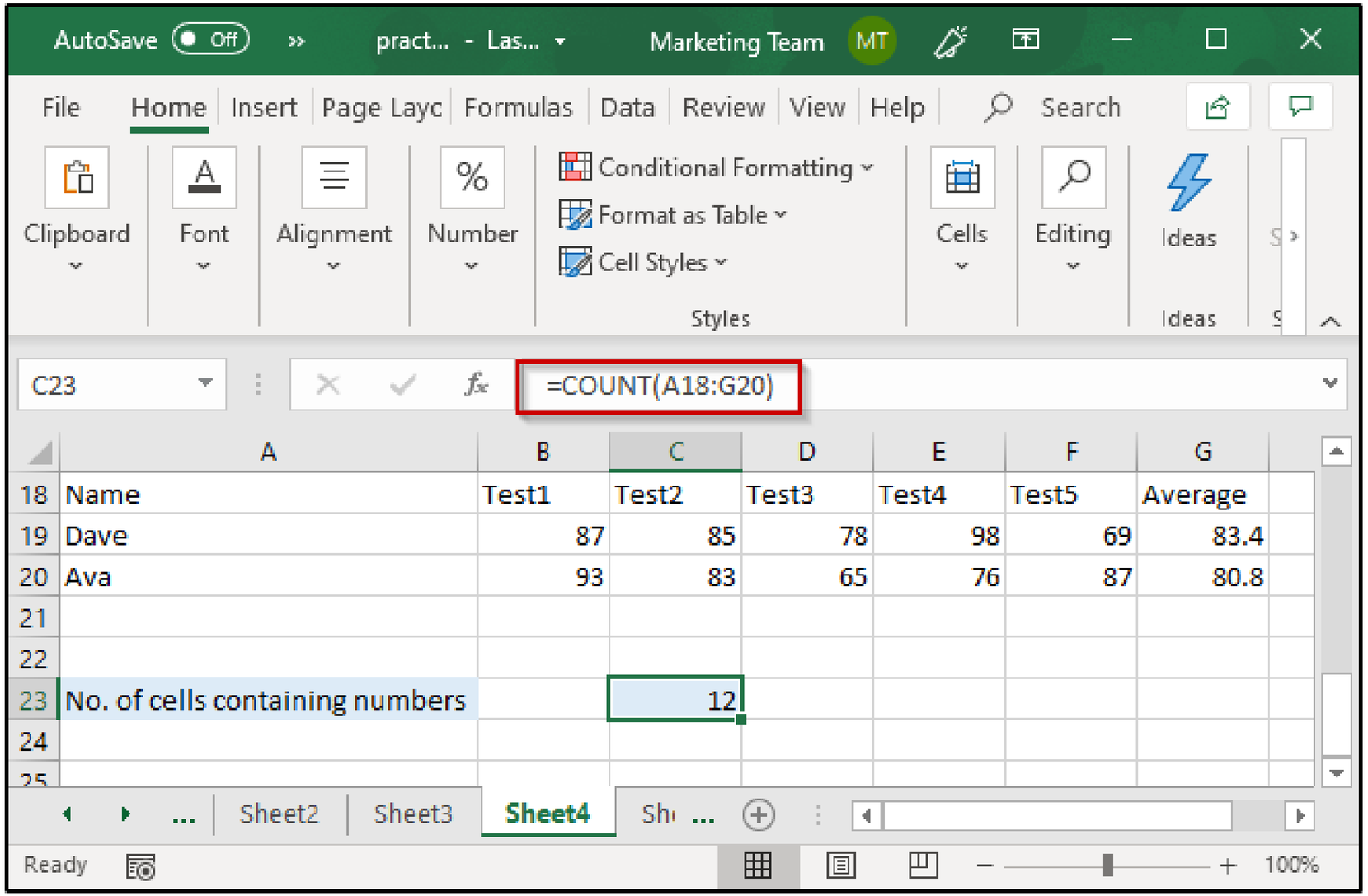
33 What is the operator precedence of formulas in Excel?



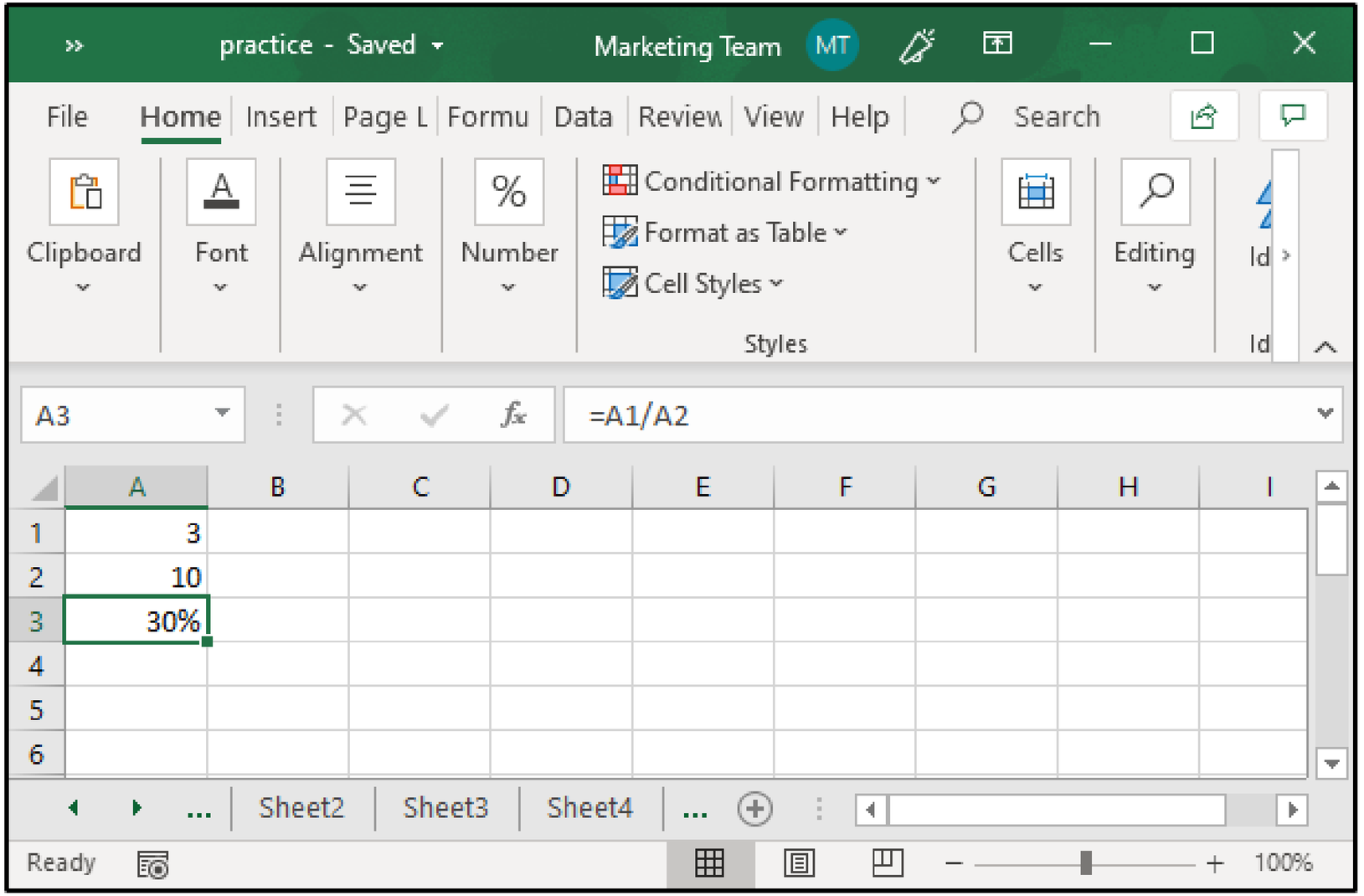
34 Explain SUM and SUMIF functions.



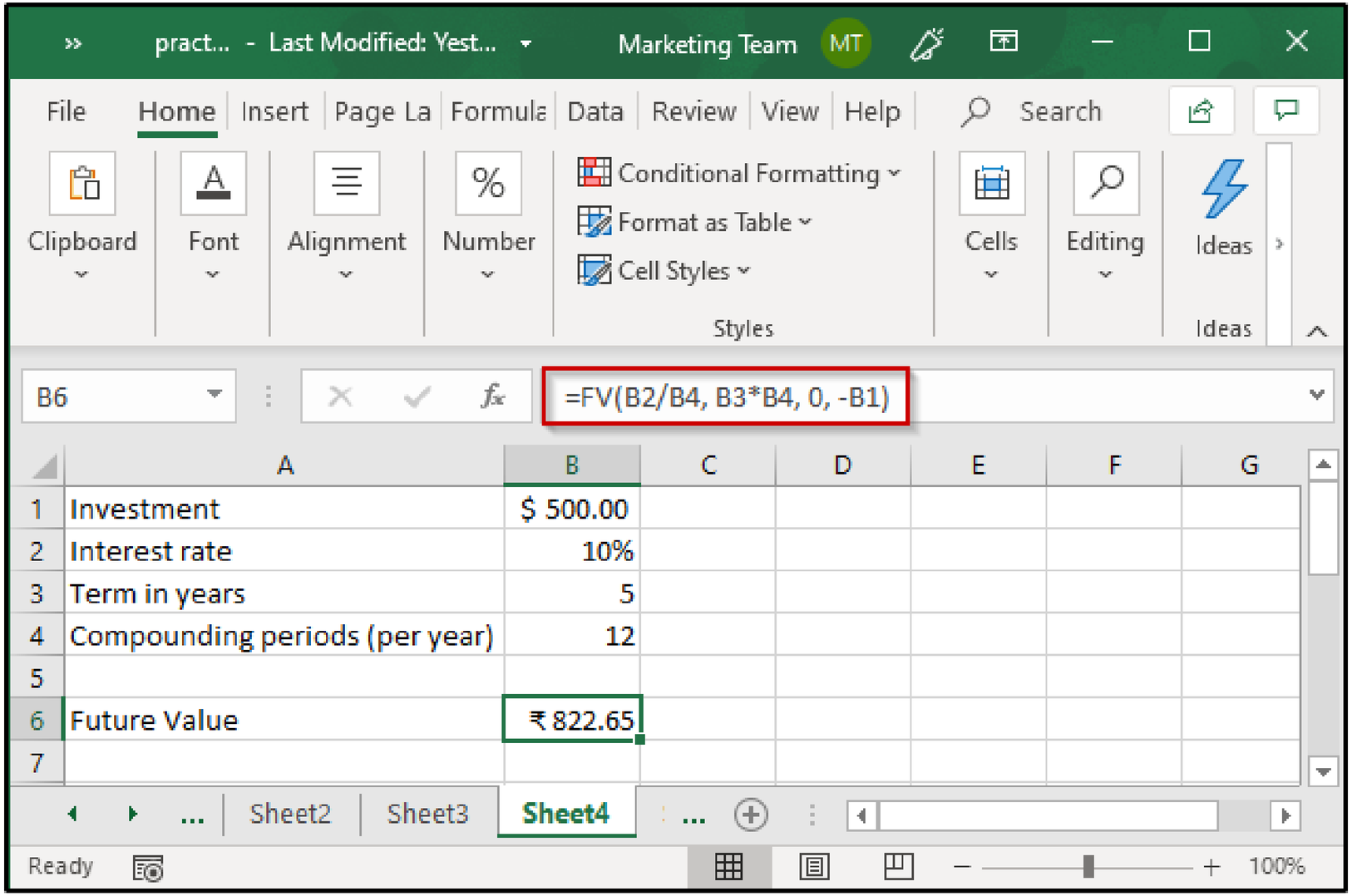
35 What are the different types of COUNT functions available in Excel?



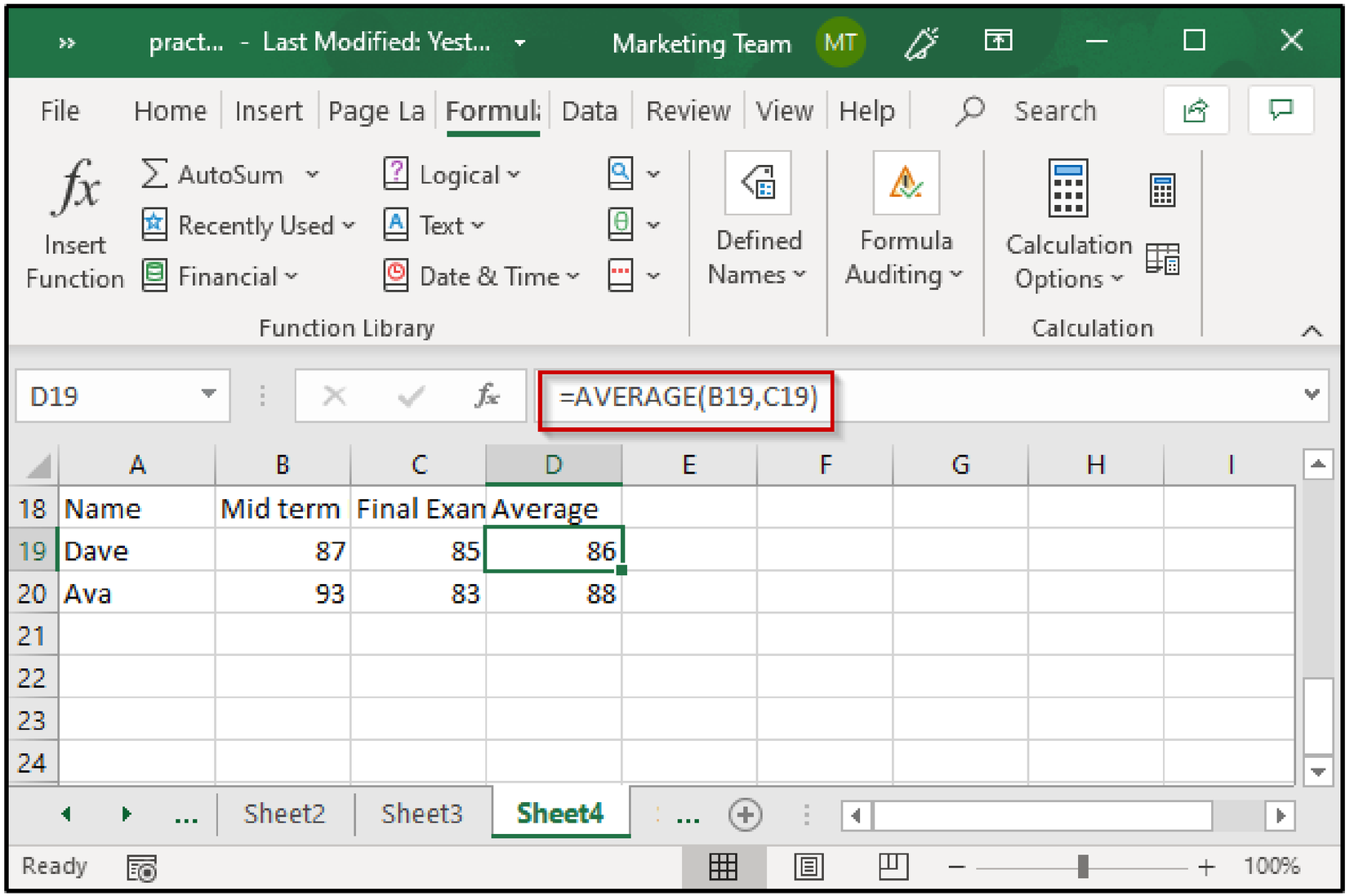
36 How do you calculate the percentage in Excel?



37 Explain how to calculate compound interest in Excel?



38 How do you find averages in MS Excel?



39

What is VLOOKUP in Excel?

VLOOKUP is a function present in Excel used to lookup and bring forth data from a given range.

40 How does the VLOOKUP function work?

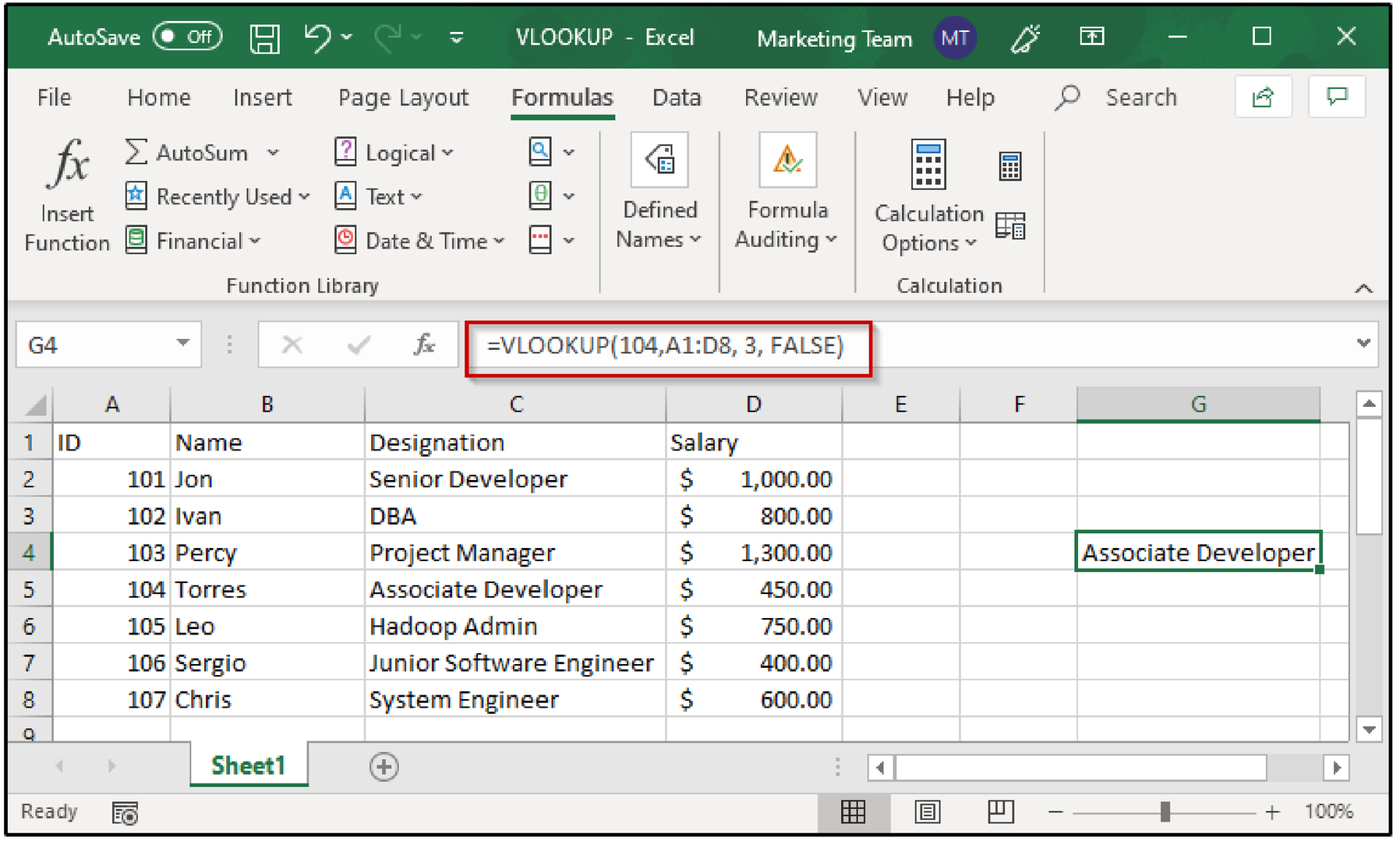
Syntax:

VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

here,

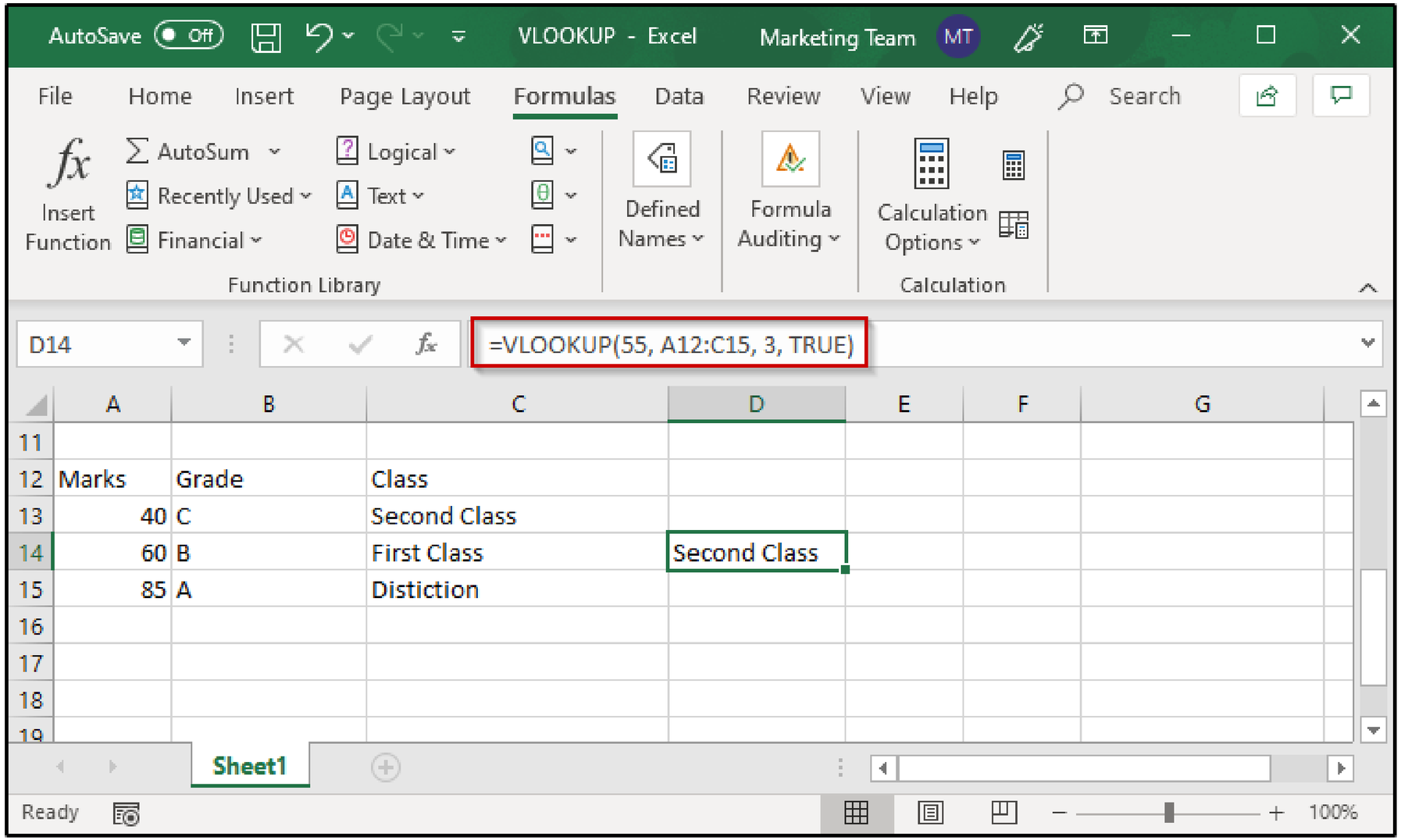
- **lookup_value** gives the value to be looked out for
- **table_index** is the range from where the data is to be taken
- **col_index_num** specifies the column from which you want to fetch the value
- **range_lookup** is a logical value i.e **TRUE or FALSE** (**TRUE** will find the closest match; **FALSE** checks for exact match)

41 Explain the exact match with an example.



	A	B	C	D	E	F	G
1	ID	Name	Designation	Salary			
2	101	Jon	Senior Developer	$ 1,000.00			
3	102	Ivan	DBA	$ 800.00			
4	103	Percy	Project Manager	$ 1,300.00			Associate Developer
5	104	Torres	Associate Developer	$ 450.00			
6	105	Leo	Hadoop Admin	$ 750.00			
7	106	Sergio	Junior Software Engineer	$ 400.00			
8	107	Chris	System Engineer	$ 600.00			
9							

42 Explain the approximate match with an example.

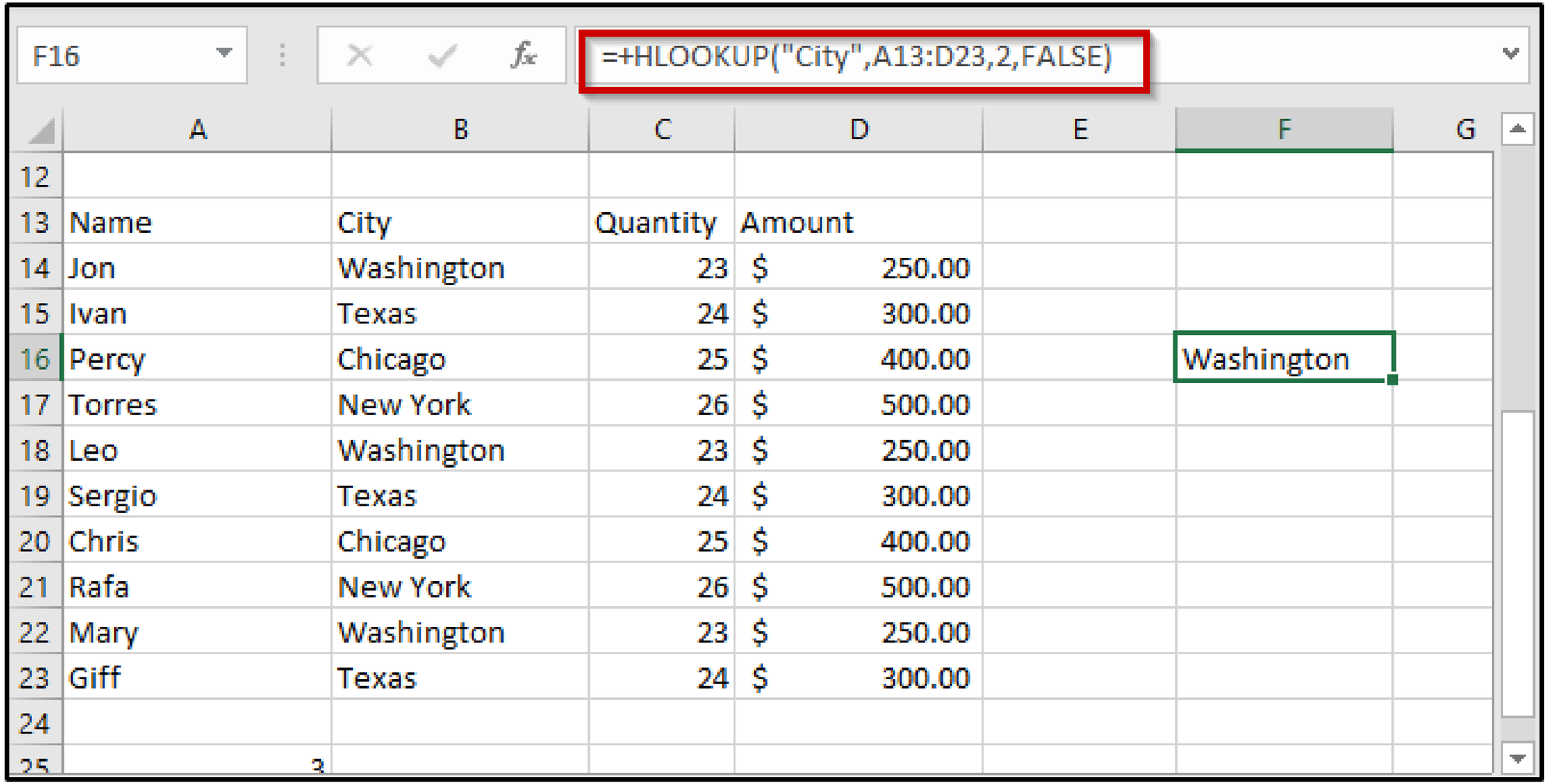


	A	B	C	D	E	F	G
11							
12	Marks	Grade	Class				
13	40	C	Second Class				
14	60	B	First Class	Second Class			
15	85	A	Distiction				
16							
17							
18							
19							

43 Can you use VLOOKUP for multiple tables?

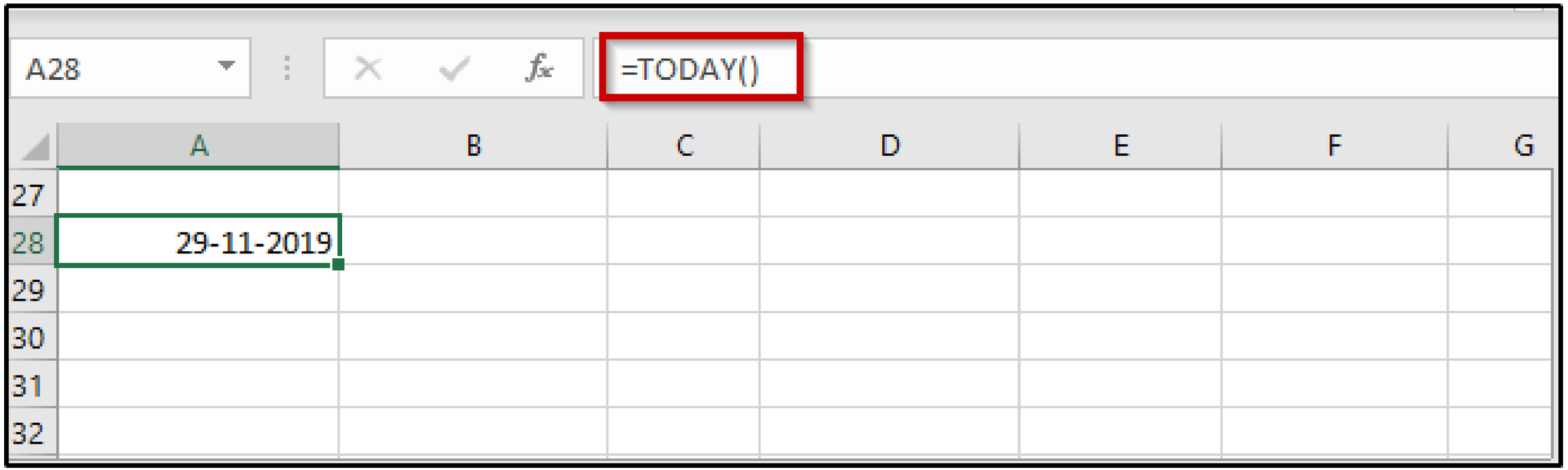
Yes, you can use VLOOKUP for multiple tables as well.

44 How do you perform a horizontal lookup in Excel?

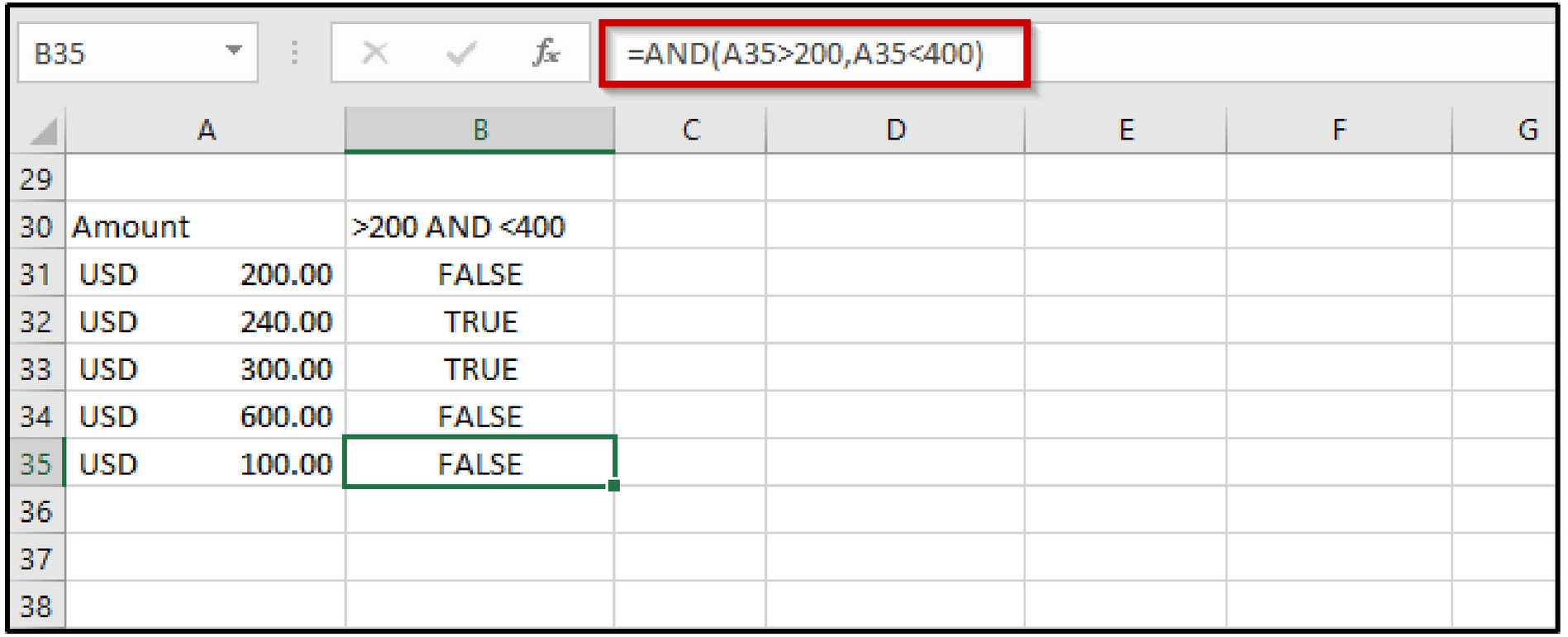


	A	B	C	D	E	F	G
12							
13	Name	City	Quantity	Amount			
14	Jon	Washington	23	$ 250.00			
15	Ivan	Texas	24	$ 300.00			
16	Percy	Chicago	25	$ 400.00		Washington	
17	Torres	New York	26	$ 500.00			
18	Leo	Washington	23	$ 250.00			
19	Sergio	Texas	24	$ 300.00			
20	Chris	Chicago	25	$ 400.00			
21	Rafa	New York	26	$ 500.00			
22	Mary	Washington	23	$ 250.00			
23	Giff	Texas	24	$ 300.00			
24							
25							

45 How will you fetch the current date in Excel?



46 How does the AND function work?



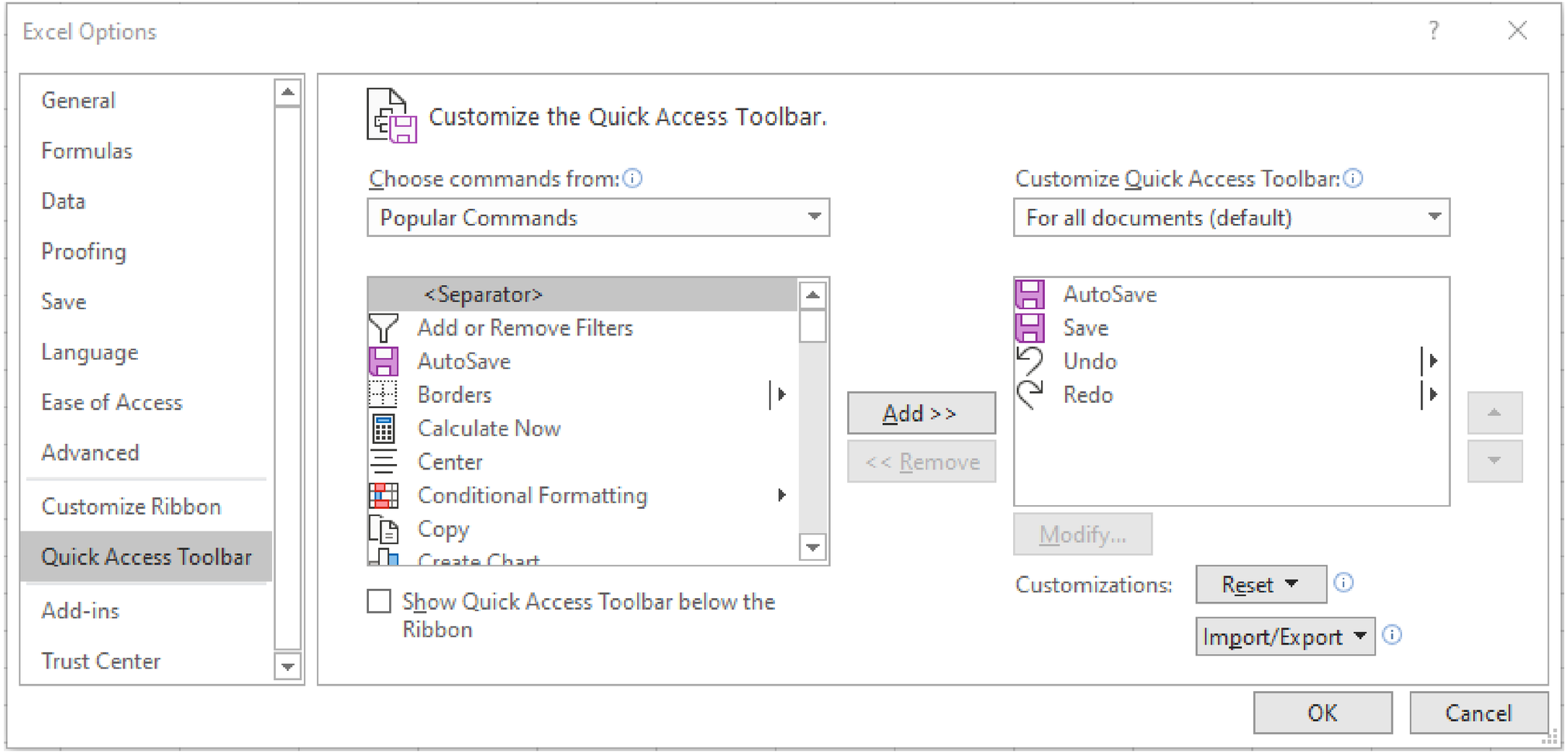
	A		B	C	D	E	F	G
29								
30	Amount		>200 AND <400					
31	USD	200.00	FALSE					
32	USD	240.00	TRUE					
33	USD	300.00	TRUE					
34	USD	600.00	FALSE					
35	USD	100.00	FALSE					
36								
37								
38								

47

What is the What If Analysis?

What If Analysis is the technique of performing changes to one or more formulas present in the cells in order to see how it affects the result of those formulas in the worksheet.

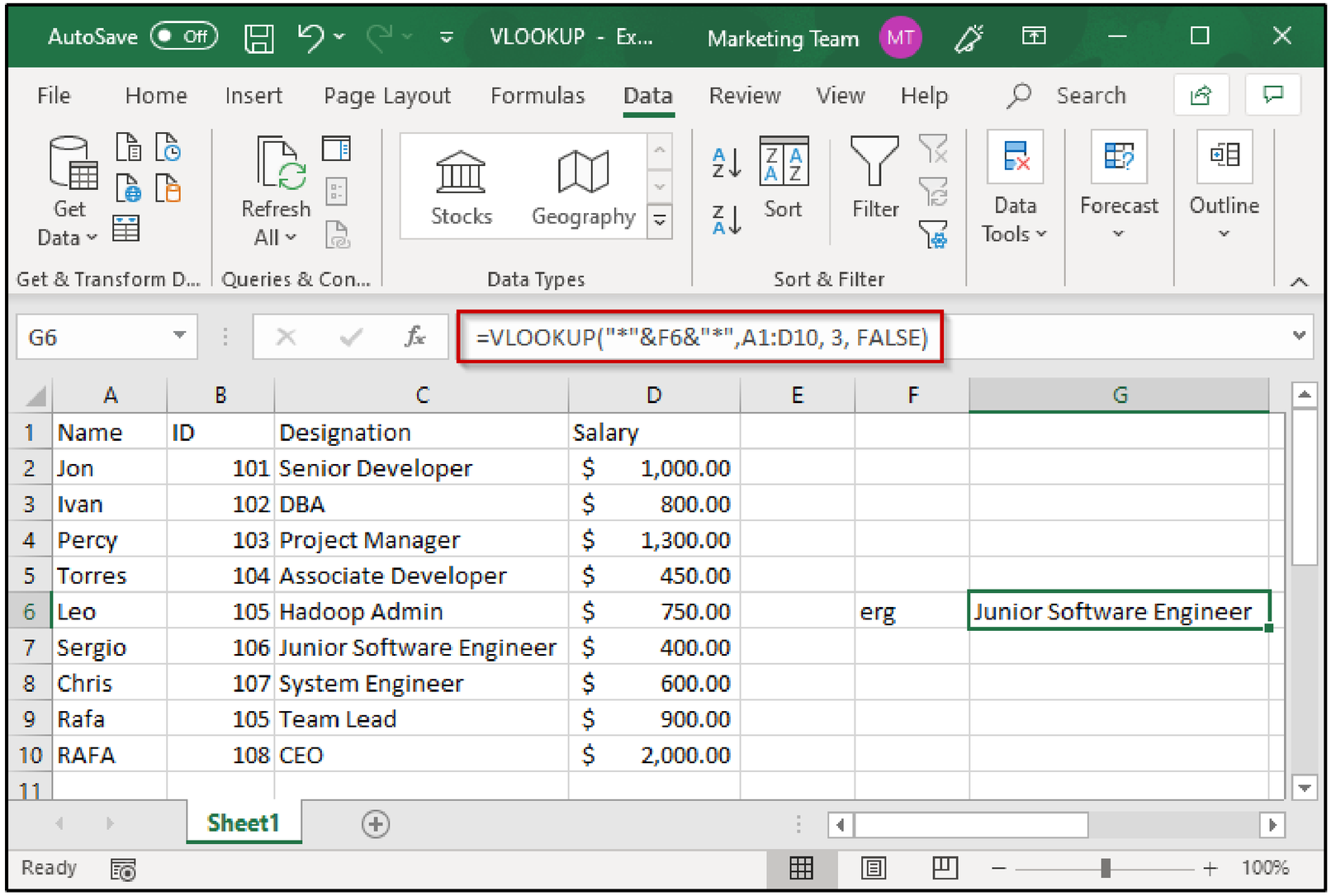
48 Can you create shortcuts for most frequently used formulas?



49 What is the difference between formulas and functions in Excel?

Formulas are that are defined by the user that is used to calculate some results. Formulas either be simple or complex and they can consist of values, functions, defined names, etc.

50 How do you use wildcards with VLOOKUP?



	A	B	C	D	E	F	G
1	Name	ID	Designation	Salary			
2	Jon	101	Senior Developer	$ 1,000.00			
3	Ivan	102	DBA	$ 800.00			
4	Percy	103	Project Manager	$ 1,300.00			
5	Torres	104	Associate Developer	$ 450.00			
6	Leo	105	Hadoop Admin	$ 750.00		erg	Junior Software Engineer
7	Sergio	106	Junior Software Engineer	$ 400.00			
8	Chris	107	System Engineer	$ 600.00			
9	Rafa	105	Team Lead	$ 900.00			
10	RAFA	108	CEO	$ 2,000.00			
11							