

Basic-Level Questions

1. **What is the shortcut to save an Excel file?**
Answer: Ctrl + S
 2. **How do you rename a worksheet?**
Answer: Right-click the worksheet tab → Click Rename.
 3. **What does the SUM function do?**
Answer: It adds up a range of values.
 4. **Which symbol is used to begin a formula in Excel?**
Answer: =
 5. **How do you freeze the first row of a worksheet?**
Answer: View tab → Freeze Panes → Freeze Top Row.
 6. **What is the default file extension for Excel 2019 files?**
Answer: .xlsx
 7. **How do you delete an entire row in Excel?**
Answer: Right-click the row number → Click Delete.
 8. **What is the shortcut to copy and paste content in Excel?**
Answer: Ctrl + C (Copy) and Ctrl + V (Paste).
 9. **What does the COUNT function do?**
Answer: It counts the number of numeric entries in a range.
 10. **How do you apply filters to a dataset?**
Answer: Data tab → Click Filter.
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Intermediate-Level Questions

11. **What does the IF function do? Provide an example.**
Answer: It performs a conditional check. Example:
=IF(A1>50, "Pass", "Fail") → Displays "Pass" if A1 > 50, otherwise "Fail."
12. **How do you remove duplicate rows from a dataset?**
Answer: Data tab → Remove Duplicates → Select columns → Click OK.
13. **What is the use of the VLOOKUP function?**
Answer: It searches for a value in the first column of a range and returns a value from a specified column.
Example: =VLOOKUP(101, A2:D10, 2, FALSE)

14. How can you sort data by multiple columns?

Answer: Data tab → Sort → Add a level → Define columns → Sort order.

15. How do you create a chart in Excel?

Answer: Select data → Insert tab → Choose chart type.

16. What is the difference between a workbook and a worksheet?

Answer: A workbook is an Excel file containing multiple worksheets, while a worksheet is a single spreadsheet page.

17. How do you apply conditional formatting?

Answer: Home tab → Conditional Formatting → Choose rule (e.g., Highlight Cells, Top/Bottom Rules).

18. What does the CONCATENATE function do?

Answer: Joins two or more strings into one. Example: =CONCATENATE(A1, " ", B1).

19. How do you create a dropdown list in Excel?

Answer: Data tab → Data Validation → List → Select source range.

20. What is the shortcut to create an Excel table?

Answer: Ctrl + T

Advanced-Level Questions

21. What is the purpose of INDEX and MATCH functions together?

Answer: INDEX retrieves data based on position, while MATCH finds the position of a value in a range.

Example: =INDEX(B2:B10, MATCH(101, A2:A10, 0))

22. How do you protect a worksheet with a password?

Answer: Review tab → Protect Sheet → Set a password.

23. What is the TEXT function used for? Provide an example.

Answer: It formats numbers/dates as text.

Example: =TEXT(TODAY(), "DD/MM/YYYY")

24. How do you combine multiple cells into one without losing data?

Answer: Use the TEXTJOIN function or CONCATENATE.

25. Explain the purpose of PMT function in Excel.

Answer: Calculates the payment for a loan based on constant interest rates.

Example: =PMT(5%/12, 60, -10000)

26. How do you add a slicer to a Pivot Table?

Answer: Select Pivot Table → Analyze tab → Insert Slicer.

27. What is a Pivot Table?

Answer: A feature used to summarize, analyze, and present data.

28. How do you apply a formula to an entire column?

Answer: Type the formula in the first cell → Double-click the fill handle.

29. What does the OFFSET function do?

Answer: Returns a range based on a specified starting point, rows, and columns.

30. How do you track changes in an Excel workbook?

Answer: Review tab → Track Changes → Highlight Changes.

Basic-Level Questions

1. What is the shortcut for opening a new workbook?

Answer: Ctrl + N

2. How do you adjust the width of a column to fit its contents?

Answer: Double-click the right edge of the column header.

3. What does the AVERAGE function do?

Answer: It calculates the mean of a range of values.

4. How do you move to the last filled cell in a column?

Answer: Press Ctrl + ↓.

5. How do you insert a comment in a cell?

Answer: Right-click the cell → New Comment.

6. What is the shortcut to create a new line within a cell?

Answer: Alt + Enter

7. What is the purpose of the TRIM function?

Answer: Removes all extra spaces from text except single spaces between words.

8. How do you duplicate a worksheet in Excel?

Answer: Right-click the tab → Move or Copy → Select Create a copy.

9. What is the shortcut to select an entire row?

Answer: Shift + Space

10. How do you highlight blank cells in a range?

Answer: Home tab → Conditional Formatting → New Rule → Format only cells with Blanks.

Intermediate-Level Questions

11. What does the LEFT function do?

Answer: Extracts a specified number of characters from the start of a string.
Example: =LEFT("Excel", 2) → Returns "Ex".

12. What is the difference between COUNT and COUNTA?

Answer: COUNT counts numeric values, while COUNTA counts all non-empty cells.

13. What does the \$ symbol do in a formula?

Answer: It makes a cell reference absolute (e.g., \$A\$1 remains fixed in copying).

14. How do you apply borders to cells?

Answer: Home tab → Borders dropdown → Choose a border style.

15. How do you find the maximum value in a dataset?

Answer: Use the MAX function. Example: =MAX(A1:A10).

16. What does the HLOOKUP function do?

Answer: Searches for a value in the first row of a range and returns a value from the specified row.
Example: =HLOOKUP(101, A1:D3, 2, FALSE).

17. How do you hide a column in Excel?

Answer: Right-click the column header → Select Hide.

18. What is the shortcut to switch between open Excel workbooks?

Answer: Ctrl + Tab

19. How do you convert text to columns in Excel?

Answer: Data tab → Text to Columns → Choose delimiter → Finish.

20. What does the LEN function do?

Answer: Counts the number of characters in a string, including spaces.
Example: =LEN("Excel") → Returns 5.

Advanced-Level Questions

21. What does the NOW function do?

Answer: Returns the current date and time.

Example: =NOW().

22. How do you group data in a Pivot Table?

Answer: Select cells → Right-click → Group → Define range.

23. What is the purpose of the ISERROR function?

Answer: Returns TRUE if a formula results in an error, otherwise FALSE.

Example: =ISERROR(A1/B1).

24. How do you create a dynamic range using a named range?

Answer: Formulas tab → Name Manager → New → Define range using OFFSET.

25. What is the shortcut to remove all formatting from a cell?

Answer: Alt + H + E + F or Home tab → Clear → Clear Formats.

26. How do you display all formulas in a worksheet?

Answer: Ctrl + ~ or Formulas tab → Show Formulas.

27. How can you remove hyperlinks from multiple cells?

Answer: Select cells → Right-click → Remove Hyperlinks.

28. What is the purpose of DATA VALIDATION?

Answer: Restricts the type of data entered in a cell. Example: Allow only numbers.

29. How do you calculate percentages in Excel?

Answer: Formula: (Part/Whole) * 100. Example: =(A1/B1)*100.

30. What does the SUBTOTAL function do?

Answer: Performs calculations (sum, average, etc.) on a filtered range.

Example: =SUBTOTAL(9, A1:A10) for sum.