

Excel Assignment 3

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

Relative cell references are the default method of referencing cells in Excel. Absolute cell references also reference cells by a combination of column letter and row number, but these references include a dollar symbol (\$) before the column letter and before the row number.

2. 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 Reenter Password box, and then select OK.

3. Explain the pivot tables and their implementations.

A PivotTable is an interactive way to quickly summarize large amounts of data. You can use a PivotTable to analyze numerical data in detail, and answer unanticipated questions about your data.

4. Explain lookup in excel with suitable examples.

Use LOOKUP, one of the [lookup and reference functions](#), when you need to look in a single row or column and find a value from the same position in a second row or column.

For example, let's say you know the part number for an auto part, but you don't know the price. You can use the LOOKUP function to return the price in cell H2 when you enter the auto part number in cell H1.

1. What is Data validation, and how to implement it in Excel

Use data validation to restrict the type of data or the values that users enter into a cell, like a dropdown