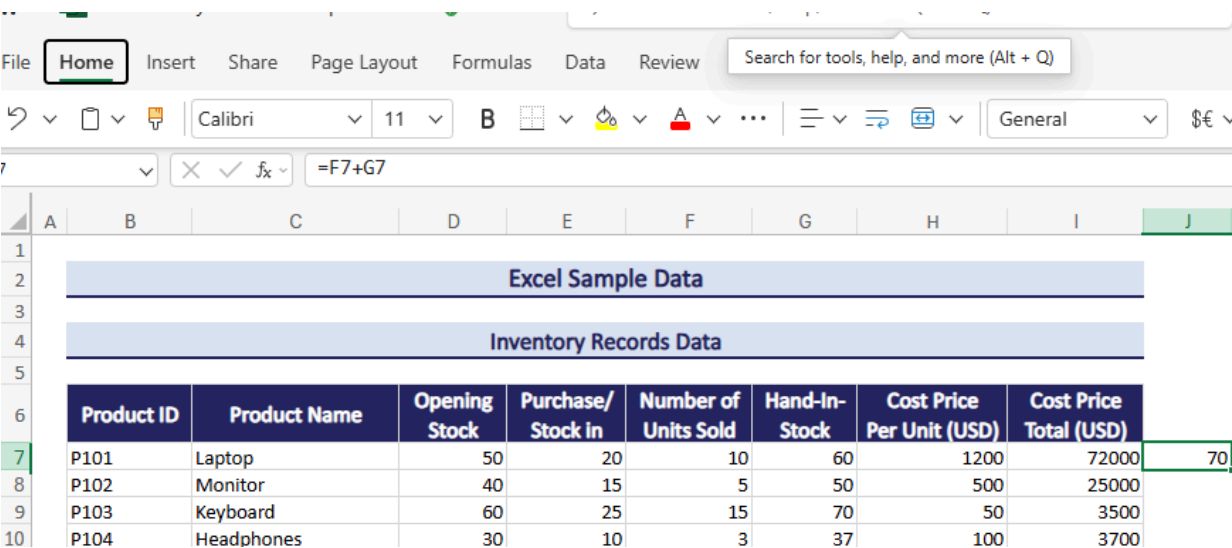**Excel-Assignment**

Q1. What is the difference between 'Paste' and 'Paste Special' in Excel? Briefly explain with example

Ans: In **Excel**, **'Paste'** and **'Paste Special'** are both used to paste copied data, but they serve different purposes.

◆ **Paste**

- **Definition:** A basic command that pastes **everything** from the copied cell(s): values, formatting, formulas, comments, etc.

- **Example:**

  ○ If you copy cell **A1** with the formula =B1+C1, and paste it into **D1**, the formula will be pasted as is.

  ○ Cell D1 will show the result of =E1+F1 (because formulas adjust to their new location).

◆ **Paste Special**

- **Definition:** Allows you to **control what gets pasted**—only values, only formatting, only formulas, etc.

- **Common options include:**

  - **Values** – Pastes only the result, not the formula.

  - **Formulas** – Pastes the formula without formatting.

  - **Formats** – Pastes only the cell formatting.

  - **Transpose** – Switches rows to columns or vice versa.

- **Example:**

  - If cell **A1** has the formula =B1+C1 and result 10, using **Paste Special > Values** into **D1** will paste just the number 10, **not** the formula.

Question 2:

Describe the functions and usefulness of 'Freeze Panes' and 'Split Panes' in Excel.

Answer:

Freeze Panes:

Function: Freeze Panes locks specific rows and/or columns in place. When you scroll down or to the right, the frozen rows and columns remain visible while the rest of the data moves.

Usefulness: This is extremely useful for keeping header rows or a key identifier column in view. For example, if you have a spreadsheet with a header row of "Name," "Department," and "Salary," freezing that row allows you to always see what each column represents, no matter how far down you scroll. It prevents you from losing context in a large dataset.

Split Panes:

Function: Split Panes divides the worksheet into two or four independent viewing sections. Each section has its own scroll bars, allowing you to scroll through different parts of the same worksheet simultaneously.

Usefulness: This is ideal for comparing data in different areas of a worksheet without having to constantly scroll back and forth. For instance, you could split the screen to view data from January in the top pane while simultaneously looking at data from December in the bottom pane. It's like having multiple windows open for the same sheet.

The difference can be summarized as:

- **Freeze Panes** locks a section of your sheet to a fixed position.
- **Split Panes** creates independent scrolling sections within the same sheet.