

Excel

Table, Pivot table, Pivot chart, slicer, Timeline, etc

Q1) How do you convert a range of data into an excel table?

A) Converting Data to an excel table

Select any cell within your data range and press Ctrl + T, or go to the Insert tab and click Table. Ensure "My table has headers" is checked if applicable.

Q2) What are the benefits of using an excel table over a regular range of data?

A) Benefits of excel tables :-

* Auto-expansion :- tables automatically grow when you add new rows or columns

* structured Reference :- Formulas use name (e.g., =[@ Sales]*0.1) instead of cell coordinates.

* Automatic formatting :- Consistent styling and banded rows are applied instantly

Q3) How do you create a pivot table in excel?

A) Creating a pivot table

Select your data or table, go to the Insert tab, and click pivottable. choose whether to place it on a new worksheet or an existing one.

Q4) Explain the process of adding fields to a pivot table

A) Adding Field to a pivot table

In the pivottable field pane on the right, drag your columns into one of the four areas.

* Filters: Global data filters

* columns: Horizontal groupings

* Rows : Vertical groupings

* Values: The data you want to calculate (sum, count, average)

Q5) How would you use a slicer to filter data in a pivot table?

A) Using a Slicer:

Select the Pivot table, go to the pivottable Analyze tab, and click Insert slicer. choose the fields you want to filter by. It creates a visual button interface for quick filtering.

Q6) What is a timeline in excel, and how is it used with pivot tables?

A) Excel timelines:

A timeline is a visual filter specifically for date fields. To add one, go to PivotTable Analyze > Insert Timeline. It allows you to filter data by years, quarters, months, or days using an interactive slider.

Q7) Creating a pivot chart. How do you create a pivot chart from a pivot table?

A) Creating a pivot chart:

Click anywhere inside your pivot table, go to the

Insert tab, and select PivotChart, or, use the pivot-table Analyze > PivotChart button. The chart will update automatically as you filter the pivot table.

Q8) What are the different options available when designing a pivot table layout?

A) Pivot table layout options:

Under the Design tab, you can choose:

- * Compact Form: Keeps columns narrow
- * Outline Form: Classic hierarchy
- * Tabular Form: Best for copying data to other tools
(includes traditional rows/columns).
- * Subtotals / Grand totals: Toggle visibility for rows and columns

Q9) How would you refresh a pivot table to update data?

A) Refreshing a pivot table:

Since pivot tables do not update in real-time when the source data changes, you must Right-click anywhere in the table and select Refresh, or go to Data > Refresh All.

Q10) How do you group data by date in a pivot table?

A) Grouping Data by Date: Right-click any date value within the pivot table rows or columns, select Group, and then choose your desired intervals.