

How do you use Excel functions?

How to use Data and time functions, Fill Series (Linear Growth)
Date, Auto Fill, custom List)

What is range? How to use it for different series?

Q1) How do you use the today and NOW functions in Excel?

A) TODAY vs NOW Functions:

TODAY :- Returns the current date only. It updates every time the worksheet is recalculated.

Syntax : = TODAY()

NOW :- Returns the current date and the current time
Syntax : = NOW()

Q2) What is the difference between the DATE and TEXT Functions?

A) DATE vs TEXT Functions:

DATE :- Creates a valid Excel date from individual year, month, and day values.

Ex :- $=\text{DATE}(2026, 1, 25)$ results in 01/23/2026

TEXT :- Converts a date (or number) into a specific text format for display

Ex :- $=\text{TEXT}(A1, "ddd")$ would turn a date into the day of the week (eg. "Friday")

Q3) How would you calculate the difference between two dates in excel?

A) Calculating the Difference between Dates,

You can simply subtract the older date from the newer date

* Formula : $=\text{End_Date} - \text{Start_Date}$

Alternatively, use DATEIF for specific units

$=\text{DATEIF}(\text{Start}, \text{End}, "d")$ for days, "m" for months
"y" for years.

Q4) Explain how the EOMONTH function is used

A) EOMONTH Function

It returns the last day of the month that is a specified number of months before or after a start date.

Ex 1 = EOMONTH(TODAY(),0) gives the last day of the current month

= EOMONTH(TODAY(),1) gives the last day of the next month

Q5) How can you extract the day, Month, and year from a date using excel functions?

A) Extracting Day, Month, and Year

Use these three dedicated functions.

= DAY(A1): Returns the day (1-31)

= MONTH(A1): Returns the month (1-12)

= YEAR(A1): Returns the year (e.g., 2026)

Q6) What is the purpose of the WORKDAY function, and how is it used?

A) WORKDAY Function:

It calculates a date that is a specific number of working days (excluding weekends and optionally holidays) after a start date.

Ex: =WORKDAY(A1, 10) Find the date 10 business days after the date in A1

Q7) How do you create a linear growth series using Fill Series?

A) Linear Growth series (Fill series):

- 1) Enter the starting value in a cell
- 2) select the range you want to fill
- 3) Go to the Home tab > Fill > series
- 4) Choose Rows or columns, set type to Linear, and enter your step values

Q8) What are the different options available in the Auto Fill feature?

A) Auto fill options:

When you drag the "fill Handle" (the small green square), a menu appears with options like:

- * copy cells: exact duplicates.
- * Fill series : Increment numbers or dates

- * Fill Formatting Only: Copies the "look, not the data"
- * Flash Fill: Recognizes patterns to extract or combine data automatically.

Q9) How can you create a custom list for AutoFill instead?

A) Creating a custom list

If you frequently type a specific list (like department names), you can automate it.

- 1) Go to File > Options > Advanced
- 2) Scroll down to the "General" section and click edit custom lists

Q10) Describe a situation where you would use the NETWORKDAYS Function

A) Scenario for Networkdays use Networkdays when we need to calculate actual business duration or actual working days.