

## Excel Introduction, Basic excel Function :-

Q1) What is the Difference between a workbook and a work-sheet in excel ?

A) Workbook :- This is the entire excel file you save on your computer (e.g Budget-2025.xlsx).

Worksheet :- These are the individual tabs or pages within that workbook. A single workbook can contain hundreds of work-sheets, which you can see at the bottom of the screen.

Q2) How do you create a basic formula in excel ?

A) Every formula in excel must begin with an equal sign (=).

→ Click the cell where you want the result

→ Type =

→ Type your calculation (e.g.  $10+5$ ) or use cell reference (e.g. A1+A2)

→ Press enter.

Q3) Can you explain how cell referencing works in excel ?

A) Understanding Cell Referencing :-

Cell referencing is how you point excel to a specific piece of data based on its coordinates.

(column name or letter and Row number)

→ example : cell B5 refers to the Data located at the intersection of column B and Row 5

→ Instead of typing number into formulas, you use references like  $=B5 * 10$  so that if the value in B5 changes, the formula result updates automatically

Q4) What is the purpose of the SUM function, and how do you use it?

A) The SUM Function :

The sum function adds all numbers in a specific range

→ Purpose :- To quickly total large group of numbers without typing + between each one

How to use :-  $=SUM(A1:A10)$  adds everything from cell A1 through A10

Q5) How do you apply the AVERAGE Function to the range of cells?

A) The AVERAGE Function :

The Average function calculates the arithmetic mean of a range

→ How to use :-  $=AVERAGE(B1:B20)$

→ Logic :- Excel adds all the values in that range and divides the total by the count of cells containing numbers

Q6) What is a relative cell reference, and how does it differ from an absolute cell reference?

A) Relative vs Absolute cell Reference :-

Relative cell Reference :-

→ In Relative cell Reference when you copy the formula (A)  
The Reference changes based on where you move it

ex :- A1

Absolute cell Reference :-

→ The reference stays locked to that specific cell, no matter where you paste it

ex :- \$A\$1

\* Use F4 or Fn+F4 key while typing a formula to quickly toggle between Relative and absolute (\$) references

Q7) How do you quickly sum a row or column of numbers?

A) Shortcut :- Highlight the cells you want to sum plus one empty cell at the end, then press Alt + =

Status Bar :- Simply highlight a range of numbers ; look at the bottom right of your excel window (the status bar) to see the sum, Average and Count instantly without writing a formula.

Q8) Explain how to use the AutoSum feature?

A) Using the AutoSum Feature :-

- 1 → Select the empty cell directly below a column of numbers or to the Right of a row
- 2 → Go to the Home tab or formulas tab
- 3 → click the AutoSum ( $\Sigma$ ) button
- 4 → Excel will automatically "guess" the Range. Press enter to confirm

Q9) How do you insert and delete rows and columns in excel?

A) Inserting and Deleting Rows / columns :-

To Insert :- Right-click on a Row number (e.g. the '5') or a Column Letter (e.g. 'C') and select Insert.

To Delete :- Right-click the Row number or column letter and select Delete

Key shortcuts :- Select the row/column and press  $Ctrl + +$  (to add) or  $Ctrl + -$  (to delete)

Q10) What are some common uses of excel in a business environment.

A) Common Business Use of excel

- Financial Modeling :- Budgeting, forecasting and profit/loss statements
- Data management :- Storing and sorting client lists or inventors
- Reporting :- creating charts and Pivot tables to visualize sales trends
- Automation :- Using formulas to calculate payroll, taxes or project deadlines.