					-
	A	В	С	D	Е
	QUES.1 ANS				
2	O and a d D at a	- · - · ·	Books On a del Books Francis		
3	Copied Data	Paste Result	Paste Special Result Example		
	D4 : O4	Farmer la constant de	Water a bank and add a dead and a said		
5	=B1+C1	Formula + value + formatting copied	Values → only calculated value copied		
6	100 (red color)	Value + formatting copied	Formats → only red color applied		
0	100 (red cotor)	Value + formatting copied	Formulas → only formula copied (no		
7	=B1*C1	Formula + value + formatting copied	formatting)		
8	-B1 C1	Torridia + value + formatting copied	Torriacting)		
			Values + Number Formats → value +		
9	50	Value copied	number format copied		
		value copiou	number remar depice		
10	10 (cell with comment)	Value + formatting + comment copied	Comments → only comment copied		
11		value ioimatang commencespica			
	QUES.2 ANS				
13	•				
14	Feature	Freeze Panes	Split Panes		
			View multiple areas of a worksheet at		
15	Purpose	Keep specific rows/columns visible	once		
16	Scrolling	Frozen rows/columns stay fixed	Each pane scrolls independently		
17	Use case	Always see headers or key columns	Always see headers or key columns		
18					
19	QUES.3 ANS				
20					
21	Feature	New Row	New Column		
22	Orientation	Horizontal	Vertical		
23	Adds Above/Left?	Adds <b>above</b> selected row	Adds <b>left</b> of selected column		
	Existing cells move	Down	Right		
	Multiple insertion	Yes	Yes		
26					
-	QUES.4 ANS				
28					
	Function	Purpose	Example	RESULT	
	IF	Conditional test	=IF(A1>=50,"Pass","Fail")	"Pass"	
-	AND	All conditions must be TRUE	=AND(A1>=50,B1>=50)	TRUE/FALSE	
	OR	Any condition is TRUE	=OR(A1>=50,B1>=50)	TRUE/FALSE	
33	OLIEC E ANIC				
34	QUES.5 ANS				
	Feature	VLOOKUP	XLOOKUP		
-	Lookup direction	Only left to right	Left, right, or both directions		
	Default match	Approximate (TRUE) or Exact (FALSE)	Exact by default		
39	Missing value handling	RETURN N\A { IF NOT FOUND}	CAN RETURN THIS		
40	omb value nanadila		[if_not_found]		
41			[		
	Column flexibility	Must know column number	Can directly reference return range		
	Ease of use	Less flexible, prone to errors	More intuitive and robust		
44		,,			
45	QUES.6 ANS				
46					
47	A	В	С		
48	Name	Age	Department		
49	Alice Smith	28	HUMAN RESOURSES		
50	Bob Johnson	35	Finance		
	Carol Davis	30	IT		
	David Lee	40	Marketing		
	Eva Brown	25	SALES		
54					
	QUES.7 ANS				
56					

Inserting Multiple Rows   Example: Insert 2 tows		Α	В	С	D	E
Example: Insert 2 rows		Λ	D	C	U	Е
Second Process	Ins	serting Multiple Rows				
57   Book Row 3						
58 Barlow Insertion						
Section   Sect						
Delting Multiple Columns before Page   Dept   Dep		Tore misertion				
1		W	Δ	B		
22						
Same						
Section						
After Insertion of 2						
Reservation of 2   Reservation of 2   Reservation of 2   Reservation of 3   Reservation of 2   Reservation						
Box   Box		ter Insertion of 2				
State						
B   Row						
Total		W	A	В		
Total			Name	Age		
Total		2	Alice			
Total						
Table   Tabl						
Table   Tabl		5	Bob	35		
Inserting Multiple   Columns (Example: Insert 2 columns before   Columns			Carol	30		
Columns (Example: Insert 2 columns before	75					
Columns (Example: Insert 2 columns before	Ins	serting Multiple				
Insert 2 columns before						
77						
78	76 <b>Col</b>	lumn B)				
79   Name	77					
Bob   Alice   28	78 <b>A</b>		В	С		
81   80b   35   IT	79 <b>Nar</b>	me	Age	Dept		
82 After Insertion of 2 Columns before 83 Column B	80 Alic	ce	28	HUMAN RESOURSES		
After Insertion of 2 Columns before  Columns before  Column B  84  85  A  B  C  C  D  E  86  Name  Age Dept  Age Dept  Age Dept  Bob  Sob  Sob Sob Sob Sob Sob Sob Sob Sob	81 Bob	b	35	IT		
Columns before   R3   Column B   R4   R5   A   B   B   C   C   D   E   R5   R5   R5   R5   R5   R5   R5						
83 Column B 84 85 A B C C D E 86 Name Age Dept 87 Alice 88 Bob 335 IT 89 89 80 Deleting Multiple Rows (Example: Delete Rows 90 91 92 Row A B 93 1 Name Age 94 2 Alice 28 95 3 Bob 35 96 4 Carol 30 97 98 After Deletion 99 100 Row A B 101 1 Name AGE 101 1 Name AGE 101 1 Name AGE 102 2 Carol 30 103 104 QUES.8 ANS	Afte	ter Insertion of 2				
SA	Col	lumns before				
BS   A		lumn B				
86 Name						
87   Alice   28   HUM.   88   Bob   35   IT			В	С		
Section   Sect	86 Nar	me				
B9						HUMAN RESOURSES
Deleting Multiple Rows (Example: Delete Rows 90 2 & 3)		b			35	IT
(Example: Delete Rows   90   2 & 3)   91						
90       2 & 3)         91       B         92       Row       A         93       1       Name       Age         94       2       Alice       28         95       3       Bob       35         96       4       Carol       30         97       Ster Deletion       Ster Deletion         99       B       Ster Deletion         100       Row       A       B         101       1       Name       AGE         102       2       Carol       30         103       30       Carol       30         104       QUES.8 ANS       Carol       30						
91       B         92 Row       A         93       1         94       2         Alice       28         95       3         96       4         Carol       30         97         98       After Deletion         99       B         100       Row       A       B         101       1       Name       AGE         102       2       Carol       30         103       30       0         104       QUES.8 ANS       0						
92         Row         A         B           93         1         Name         Age           94         2         Alice         28           95         3         Bob         35           96         4         Carol         30           97         98         After Deletion           99         9         9           100         Row         A         B           101         1         Name         AGE           102         2         Carol         30           103         30         0           104         QUES.8 ANS         0		k 3)				
93     1     Name     Age       94     2     Alice     28       95     3     Bob     35       96     4     Carol     30       97     98     After Deletion       99     99       100     Row     A     B       101     1     Name     AGE       102     2     Carol     30       103     104     QUES.8 ANS						
94     2     Alice     28       95     3     Bob     35       96     4     Carol     30       97     98     After Deletion       99     99       100     Row     A     B       101     1     Name     AGE       102     2     Carol     30       103     104     QUES.8 ANS						
95     3     Bob     35       96     4     Carol     30       97     98     After Deletion       99     99       100     Row     A     B       101     1     Name     AGE       102     2     Carol     30       103     104     QUES.8 ANS						
96     4     Carol     30       97        98     After Deletion       99        100     Row     A     B       101     1     Name     AGE       102     2     Carol     30       103        104     QUES.8 ANS						
97       98 After Deletion       99       100 Row       101 1       102 2       Carol       103       104 QUES.8 ANS						
98 After Deletion       99         100 Row       A       B         101 1       Name       AGE         102 2       Carol       30         103 104 QUES.8 ANS       0		4	Carol	30		
99       100     Row     A     B       101     1     Name     AGE       102     2     Carol     30       103        104 QUES.8 ANS						
100         Row         A         B           101         1         Name         AGE           102         2         Carol         30           103             104 QUES.8 ANS		ter Deletion				
101         1         Name         AGE           102         2         Carol         30           103             104 QUES.8 ANS				_		
102     2     Carol     30       103        104 QUES.8 ANS						
103 104 QUES.8 ANS						
104 QUES.8 ANS		2	Carol	30		
		IEO O 1115				
Locingrone						
105 BEFORE Insertion				<u> </u>		
106 Name Age Department						
107 Alice 28 HR	10/Alic	ce	28	<b>І</b> нк		

	А	В	С	D	Е
	Bob	35	Finance		
109	Carol	30	HR		
110	David	40	Marketing		
111		25	Finance		
112	AFTER				
113	Name	Age	Department		
114	Alice	28	HUMAN RESOURSES		
115	Bob	35	Finance		
116	Carol	30	HUMAN RESOURSES		
117	David	40	Marketing		
118	Eva	25	Finance		
119					
120	QUES.9 ANS				
121	Employee	Salary			
122	Alice	35000	AVERAGE	38600	
123	Bob	42000			
	Carol	39000	MAX	46000	
125	David	46000			
126	Eva	31000	MIN	31000	
127					
128	QUES.10 ANS				
129					
130	Tool	Purpose	Example		
	Go To Special	Highlight all blank cells	F5 → Special → Blanks		
132	ISBLANK	Test if a specific cell is blank	=ISBLANK(A2)		
133			→ TRUE/FALSE		
134	COUNTBLANK	Count blanks in a range	=COUNTBLANK(A2:A20)		
135			→ 5		
136					
	ASSIGNMENT				
-	COMPLETE				
138					
139					
140					
141					
142					
143					
144					
145					
146					