	A	B	C	D	E
1	**QUES.1 ANS**				
2					
3	**Copied Data**	**Paste Result**	**Paste Special Result Example**		
4	=B1+C1	Formula + value + formatting copied	**Values** → only calculated value copied		
5					
6	100 (red color)	Value + formatting copied	**Formats** → only red color applied		
7	=B1*C1	Formula + value + formatting copied	**Formulas** → only formula copied (no formatting)		
8					
9	50	Value copied	**Values + Number Formats** → value + number format copied		
10	10 (cell with comment)	Value + formatting + comment copied	**Comments** → only comment copied		
11					
12	QUES.2 ANS				
13					
14	**Feature**	**Freeze Panes**	**Split Panes**		
15	Purpose	Keep specific rows/columns visible	View multiple areas of a worksheet at 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 **above** selected row	Adds **left** of selected column		
24	Existing cells move	Down	Right		
25	Multiple insertion	Yes	Yes		
26					
27	QUES.4 ANS				
28					
29	**Function**	**Purpose**	**Example**	**RESULT**	
30	IF	Conditional test	=IF(A1>=50,"Pass","Fail")	"Pass"	
31	AND	All conditions must be TRUE	=AND(A1>=50,B1>=50)	TRUE/FALSE	
32	OR	Any condition is TRUE	=OR(A1>=50,B1>=50)	TRUE/FALSE	
33					
34	QUES.5 ANS..				
35					
36	**Feature**	**VLOOKUP**	**XLOOKUP**		
37	Lookup direction	Only **left to right**	**Left, right, or both directions**		
38	Default match	Approximate (TRUE) or Exact (FALSE)	Exact by default		
39	Missing value handling	RETURN N\A { IF NOT FOUND}	CAN RETURN THIS		
40			[if_not_found]		
41					
42	Column flexibility	Must know column number	Can directly reference return range		
43	Ease of use	Less flexible, prone to errors	More intuitive and robust		
44					
45	QUES.6 ANS				
46					
47	**A**	**B**	**C**		
48	**Name**	**Age**	**Department**		
49	Alice Smith	28	HUMAN RESOURSES		
50	Bob Johnson	35	Finance		
51	Carol Davis	30	IT		
52	David Lee	40	Marketing		
53	Eva Brown	25	SALES		
54					
55	QUES.7 ANS				
56					

	A	B	C	D	E
57	**Inserting Multiple Rows (Example: Insert 2 rows above Row 3)**				
58	*Before Insertion*				
59					
60	**Row**	**A**	**B**		
61	1	**Name**	**Age**		
62	2	Alice	28		
63	3	Bob	35		
64	4	Carol	30		
65					
66	**After Insertion of 2 Rows above Row 3**				
67					
68	**Row**	**A**	**B**		
69	1	Name	Age		
70	2	Alice	28		
71	3				
72	4				
73	5	Bob	35		
74	6	Carol	30		
75					
76	**Inserting Multiple Columns (Example: Insert 2 columns before Column B)**				
77					
78	**A**	**B**	**C**		
79	**Name**	**Age**	**Dept**		
80	Alice	28	HUMAN RESOURSES		
81	Bob	35	IT		
82					
83	**After Insertion of 2 Columns before Column B**				
84					
85	**A**	**B**	**C**	**D**	**E**
86	Name			Age	Dept
87	Alice			28	HUMAN RESOURSES
88	Bob			35	IT
89					
90	**Deleting Multiple Rows (Example: Delete Rows 2 & 3)**				
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**		
102	2	Carol	30		
103					
104	**QUES.8 ANS**				
105	**BEFORE Insertion**				
106	**Name**	**Age**	**Department**		
107	Alice	28	HR		

	A	B	C	D	E
108	Bob	35	Finance		
109	Carol	30	HR		
110	David	40	Marketing		
111	Eva	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			
124	Carol	39000	**MAX**	**46000**	
125	David	46000			
126	Eva	31000	**MIN**	**31000**	
127					
128	QUES.10 ANS				
129					
130	**Tool**	**Purpose**	**Example**		
131	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					
137	**ASSIGNMENT COMPLETE**				
138					
139					
140					
141					
142					
143					
144					
145					
146					