

# Excel Assignment 3

1. What do you mean by "Relative Cell Referencing" in MS Excel and "Absolute cell referencing"?

ANS:

There are two types of cell references: relative and absolute. ... Relative references **change when a formula is copied to another cell**. Absolute references, on the other hand, remain constant no matter where they are copied.

2. How to secure an excel workbook, demonstrate it with an example.

ANS:

In Microsoft Excel, a workbook is a collection of one or more spreadsheets, also called worksheets, in a single file. Below is an example of a spreadsheet called "Sheet1" in an Excel workbook file called "**Book1**." Our example also has the "Sheet2" and "Sheet3" sheet tabs, which are also part of the same workbook.

3. Explain the pivot tables and their implementations?

ANS:

A PivotTable is **an interactive way to quickly summarize large amounts of data**. You can use a PivotTable to analyze numerical data in detail, and answer unanticipated questions about your data. ... Moving rows to columns or columns to rows (or "pivoting") to see different summaries of the source data.

- 4 . Explain lookup in excel with suitable examples.?

ANS:

The Microsoft Excel LOOKUP function **returns a value from a range (one row or one column) or from an array**. The LOOKUP function is a built-in function in Excel that is categorized as a Lookup/Reference Function. ... As a worksheet function, the LOOKUP function can be entered as part of a formula in a cell of a worksheet.

## 5. What is Data validation, and how to implement it in Excel?

ANS:

Step 1: Determine data sample. Determine the data to sample. ...

Step 2: Validate the database. Before you move your data, you need to ensure that all the required data is present in your existing database. ...

Step 3: Validate the data format.