

Question Answer

Microsoft Excel

Basic Navigation & Interface

1. **Q:** What is the basic unit of a worksheet in Excel? **A:** A cell.
 2. **Q:** What is the intersection of a row and a column called? **A:** A cell.
 3. **Q:** How are rows and columns identified? **A:** Rows are identified by numbers (1, 2, 3...) and columns by letters (A, B, C...).
 4. **Q:** What is a "workbook"? **A:** A file containing one or more worksheets.
 5. **Q:** What is the purpose of the Formula Bar? **A:** It displays the content or formula of the active cell.
 6. **Q:** How do you select an entire column? **A:** Click on the column header (the letter at the top).
 7. **Q:** How do you select an entire row? **A:** Click on the row header (the number on the left).
 8. **Q:** What is the shortcut to save a workbook? **A:** Ctrl + S.
 9. **Q:** How do you move between different worksheets in a workbook? **A:** By clicking on the sheet tabs at the bottom.
 10. **Q:** What is the keyboard shortcut to go to the last cell in a worksheet? **A:** Ctrl + End.
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Data Entry & Formatting

11. **Q:** How do you make text bold? **A:** Ctrl + B.
12. **Q:** How do you format a cell to display currency? **A:** Home tab > Number group > Currency format.
13. **Q:** What is the feature that automatically adjusts the column width to fit the content? **A:** AutoFit Column Width.
14. **Q:** How can you quickly fill a series (e.g., numbers or dates) in a column? **A:** Use the **Fill Handle**, the small square at the bottom-right of the active cell.
15. **Q:** What does the "Merge & Center" button do? **A:** Combines multiple selected cells and centers the content.
16. **Q:** What is "Conditional Formatting"? **A:** A feature that applies formatting (like color or icons) to cells that meet certain criteria.
17. **Q:** What is the shortcut to insert a new worksheet? **A:** Shift + F11.

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18. **Q:** How do you add a border to a cell or range of cells? **A:** Home tab > Font group > Borders.
19. **Q:** How do you hide a row or column? **A:** Right-click on the row/column header and select "Hide."
20. **Q:** What is the "Format Painter" used for? **A:** To quickly copy formatting from one cell to another.
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Formulas & Functions

21. **Q:** What character must every formula begin with? **A:** The equal sign (=).
22. **Q:** What is the basic syntax for a function in Excel? **A:** =FUNCTION_NAME(arguments).
23. **Q:** What does the SUM() function do? **A:** Adds all the numbers in a range of cells.
24. **Q:** What does the AVERAGE() function do? **A:** Calculates the average of a range of numbers.
25. **Q:** What does the MAX() function do? **A:** Finds the largest number in a range.
26. **Q:** What does the MIN() function do? **A:** Finds the smallest number in a range.
27. **Q:** What is a cell reference (e.g., A1)? **A:** The address of a cell, used in formulas.
28. **Q:** What is a "relative reference"? **A:** A cell reference that changes when you copy a formula to another cell. (e.g., A1).
29. **Q:** What is an "absolute reference"? **A:** A cell reference that remains fixed when you copy a formula. It uses dollar signs (e.g., \$A\$1).
30. **Q:** What is the purpose of the IF() function? **A:** To perform a logical test and return one value if the condition is true and another if it's false.
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Data Analysis & Visualization

31. **Q:** What is a "Chart" in Excel? **A:** A graphical representation of data.
32. **Q:** How do you quickly create a chart from selected data? **A:** Use the shortcut **F11**.
33. **Q:** What does the "Sort" feature do? **A:** Arranges data in ascending or descending order.
34. **Q:** What does the "Filter" feature do? **A:** It hides rows that do not meet a certain criteria.

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35. **Q:** What is a "PivotTable"? **A:** A powerful tool for summarizing, analyzing, and reporting on data.
36. **Q:** What is the purpose of a VLOOKUP function? **A:** To look up a value in a table and return a corresponding value from a specified column.
37. **Q:** What is the purpose of a COUNTIF function? **A:** It counts cells within a range that meet a single condition.
38. **Q:** What is the difference between COUNT and COUNTA? **A:** COUNT counts cells with numbers, while COUNTA counts cells that are not empty.
39. **Q:** What is "Data Validation"? **A:** A feature used to restrict data entry to a specific type or range.
40. **Q:** Where do you find the "What-If Analysis" tools? **A:** Data tab > Forecast group.
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Collaboration & Printing

41. **Q:** How do you add a comment to a cell? **A:** Right-click on the cell and select "Insert Comment" (or "New Note").
42. **Q:** What is the purpose of "Protect Sheet"? **A:** To prevent users from changing specific cells or content.
43. **Q:** What is "Page Break Preview" used for? **A:** To see where pages will break when you print the worksheet.
44. **Q:** How do you set a specific print area? **A:** Select the cells to be printed, then Page Layout tab > Print Area > Set Print Area.
45. **Q:** What is the function of the "Header & Footer" view? **A:** To add content to the top or bottom of each printed page.
46. **Q:** What is the purpose of a "Table"? **A:** To organize data into a structured format that allows for easy sorting, filtering, and formula handling.
47. **Q:** What is a "Named Range"? **A:** A user-defined name given to a cell or a range of cells, making formulas easier to read.
48. **Q:** What does the CONCATENATE function do? **A:** It joins multiple text strings into a single string.
49. **Q:** What is the shortcut to enter the current date in a cell? **A:** Ctrl + ; (semicolon).
50. **Q:** What is the shortcut to enter the current time? **A:** Ctrl + Shift + ; (semicolon).