**1) What is Microsoft Excel?**

Microsoft Excel is an electronic spreadsheet application that enables users to store, organize, calculate and manipulate the data with formulas using a spreadsheet system broken up by rows and columns

**2) Explain Spreadsheet and its Basics.**

Spreadsheet can be compared to a paper ledger sheet. It consists of horizontal lines (rows) and vertical lines (columns) and their intersection called cells.

**3) How many data formats are available in Excel as also as access.**

- Number – Stores data as a number
- Currency – Stores data in the form of currency
- Date – Data is stored as dates
- Percentage – Stores numbers as a percentage
- Text Formats – Stores data as string of texts

**4) Specify the order of operations used for evaluating formulas in Excel.**

The order of operations in Microsoft Excel is same as in standard mathematics. It's defined by the term "PEMDAS" or "BEDMAS".

- Parentheses or Brackets
- Exponent
- Multiplication
- Division
- Addition
- Subtraction

**5) How can you wrap the text within a cell?**

You must select the text you want to wrap, and then click wrap text from the home tab and you can wrap the text within a cell.

**6) Explain Macro in MS-Excel.**

Macros are used for iterating over a group of tasks. Users can create macros for their customized repetitive functions and instructions. Macros can be either written or recorded depending on the user.

**7) Is it possible to prevent someone from copying the cell from your worksheet?**

Yes, it is possible. To protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect Sheet > Password. By entering a password, you can secure your sheet from getting copied by others.

**8) What are charts in MS-Excel?**

To enable graphical representation of the data in Excel, charts are provided. A user can use any chart type, including column, bar, line, pie, scatter, etc. by selecting an option from Insert tab's Chart group.

Pie chart –represents the distribution or proportion of each data item over a total value

Line chart - used to show trends over a period of time.

Column chart - used to compare several items in a specific range of values

**9) Explain few useful functions in Excel.**

Following are the functions available in Excel for manipulating the data:

- Math and Financial Functions – SQRT, DEGREE, RAND(), GCD
- Logical Functions – IF, AND, FALSE, TRUE
- Date and Time functions – NOW(), DATEVALUE(), WEEKDAY(NOW())
- Index Match – VLOOKUP and INDEX MATCH
- Pivot tables

**10) Explain pivot tables and its uses.**

A pivot table is a tool that allows for quick summarization of large data. It automatically performs a sort, count, total or average of the data stored in the spreadsheet and displays result in another spreadsheet. It saves a lot of time. Allows to link external data sources to our Excel.

**11) Explain workbook protection types in Excel.**

Excel provides three ways to protect a workbook:

- Password protection for opening a workbook
- Protection for adding, deleting, hiding and unhiding sheets
- Protection from changing size or position of windows.

**12) What is IF function in Excel?**

To perform the logic test IF function is performed. It checks whether certain conditions is true or false. If the condition is true, then it will give result accordingly if the condition is false then the result or out-put will be different. Example: For example, you select the cell, and you want to display that cell as "Greater than five," when value is true (=5 or 5) and "less than five" when value is false (<5). For that by using IF condition you can display result.

=IF (Logical test, value if true, value if false)

=IF (A1>5, "Greater than five, "Less than five")

**13) What are left, right, fill and distributed alignments?**

Left /Right alignment align the text to left and right most of the cell.

Fill as the name suggests, fill the cell with same text repetitively.

Distributed, spread the text across the width of the cell.

**14) What is the benefit of using formula in Excel sheet?**

Calculating the numbers in Excel sheet, not only help you to give the final 'sum up' of the number but, it also calculates automatically the number replaced by another number or digit. Through Excel sheet, the complex calculations become easy like payroll deduction or averaging the student's result.

**15) Explain the use of sort and filter in Excel sheet?**

Sort - Sorting arranges data alphabetically or numerically in ascending or descending order.

Filter - A filter screens or separates out unwanted materials. A filter in a database hides (filters out) unwanted records displaying only the records you want to see.

**16) What is the difference between excel and access**

- The basic differences between excel and access are the scope of use. Microsoft Excel can be used as a spreadsheet application. On the other hand, Microsoft access can be used as a database application.
- Microsoft Excel is easy to learn and easy to apply. You don't need any programming language to use excel. Microsoft Access, on the other hand, is quite difficult to master. You also need a programming language to use most of the features of access.
- Excel is basically built for financial and statistical analysts. On the other hand, access is built for small business owners.
- Excel is quite flexible and can be changed as per the requirement of the user. On the other hand, access is rigid and not easy to change.

**17) What is primary key?**

Primary key is a key for unique identification of data. It has two characters.

1. Unique – it won't allow duplicate data

2. Not null – it won't allow empty field

**18) Design view in access**

Used to enter field names to the database

**19) Data sheet view/ table view**

Used to enter the data for respective fields in the database

**20) What is form in access?**

It is a one type of data entry model used to enter data for one record at a time