



SNS College of Technology

[An Autonomous Institution]

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai

Accredited by NAAC-UGC with 'A++' Grade (Cycle III) &

Accredited by NBA (B.E CSE, EEE, ECE, Mech & B.Tech.IT)

COIMBATORE-641 035, TAMIL NADU

DEPARTMENT OF MANAGEMENT STUDIES



Academic Year : 2024-25 Semester : 03
Course Code : 23BAE735
Course Name : SPREADSHEET MODELLING AND ANALYSIS
Unit : I –INTRODUCTION TO SPREADSHEET

Questions [2 Marks]

- **Question:** What is the primary purpose of using Microsoft Excel? **Answer:** The primary purpose of using Microsoft Excel is to organize, analyze, and visualize data in a structured format using spreadsheets.
- **Question:** Define a Worksheet in MS Excel. **Answer:** A Worksheet in MS Excel is a single page or tab within a workbook where data is entered, analyzed, and manipulated.
- **Question:** What is the difference between a Worksheet and a Workbook? **Answer:** A Worksheet is an individual tab within a Workbook, whereas a Workbook is a file that contains one or more Worksheets.
- **Question:** Explain what a Spreadsheet is in the context of MS Excel. **Answer:** A Spreadsheet in MS Excel refers to the grid of cells arranged in rows and columns where data is entered and calculations are performed.
- **Question:** Name three types of data that can be entered into an Excel cell. **Answer:** The three types of data that can be entered into an Excel cell are text, numbers, and formulas.
- **Question:** What is the purpose of the “SUM” formula in Excel? **Answer:** The “SUM” formula in Excel is used to add together a range of numbers in a specified set of cells.
- **Question:** How do you reference a cell in another worksheet within the same workbook? **Answer:** To reference a cell in another worksheet, use the format `SheetName!CellAddress`, for example, `Sheet2!A1`.
- **Question:** What is the function of the “VLOOKUP” formula in Excel? **Answer:** The “VLOOKUP” formula is used to search for a value in the first column of a range and return a value in the same row from another column.

- **Question:** Describe the purpose of cell formatting in Excel.

Answer: Cell formatting in Excel is used to change the appearance of cells, such as their font, color, and alignment, to improve readability and presentation.

- **Question:** What does the “IF” function do in Excel?

Answer: The “IF” function performs a logical test and returns one value if the test is true and another value if it is false.

- **Question:** How can you apply conditional formatting to a cell in Excel?

Answer: To apply conditional formatting, select the cell or range, go to the "Home" tab, click "Conditional Formatting," and choose the desired formatting rule.

- **Question:** What is the difference between "Relative" and "Absolute" cell references?

Answer: "Relative" cell references change when the formula is copied to another cell, while "Absolute" cell references remain constant regardless of where the formula is copied.

- **Question:** How can you freeze panes in an Excel worksheet?

Answer: To freeze panes, go to the "View" tab, click "Freeze Panes," and select the desired option to keep specific rows or columns visible while scrolling.

- **Question:** What is the function of the “COUNTIF” formula in Excel?

Answer: The “COUNTIF” formula counts the number of cells in a range that meet a specified condition.

- **Question:** Explain the purpose of using charts in Excel.

Answer: Charts in Excel are used to visually represent data, making it easier to understand and analyze trends, comparisons, and patterns.

- **Question:** How do you create a new worksheet within an existing workbook?

Answer: To create a new worksheet, click the "+" icon next to the existing worksheet tabs at the bottom of the screen or right-click an existing tab and select "Insert."

- **Question:** What is the use of the “PMT” function in Excel?

Answer: The “PMT” function calculates the payment for a loan based on constant payments and a constant interest rate.

- **Question:** How can you quickly sum a range of cells in Excel?

Answer: You can quickly sum a range of cells by selecting the range and clicking the "AutoSum" button on the "Home" tab.

- **Question:** What is a named range in Excel, and why is it useful?

Answer: A named range is a user-defined name assigned to a cell or range of cells, which makes it easier to refer to and use in formulas.

- **Question:** How can you use the “Find and Replace” feature in Excel?

Answer: To use the “Find and Replace” feature, press `Ctrl + H`, enter the text to find and replace, and click "Replace All" to update occurrences in the worksheet.