

1. What is a cell range?

Ans - A cell range is a group of two or more cells in a worksheet, selected together. It is usually written as the address of the first cell followed by the last cell (e.g., A1:C5).

2. Name the three types of cell references.

Ans - Relative reference Absolute reference

Mixed reference

3. What do you mean by a formula? Give an example.

Ans - A formula is an expression used to perform calculations on data in a worksheet.
Example: =A1+B1

4. What is the use of filter drop buttons?

Ans - Filter drop buttons are used to display only the rows that meet specific criteria, hiding the rest.

5. What is the difference between relative and absolute references?

Ans - Relative reference changes when the formula is copied to another cell.

Absolute reference remains fixed when the formula is copied, using \$ before the column and row (e.g., \$A\$1).

6. Explain the types of cell references briefly.

Ans - Relative reference: Changes based on the position where it is copied.

Absolute reference: Stays constant regardless of where it is copied.

Mixed reference: Either the column or the row is fixed, but not both (e.g., \$A1 or A\$1).

7. What is data sorting? What are the two types of sorting available in Excel?

Data sorting is the process of arranging data in a specific order.

Ans - Two types:

Ascending order

Descending order

8. How do you remove a filter?

Ans - Go to the Data tab and click on the Clear or Filter button to remove the filter from the