

## **Explain Pivot tables along with their features?**

Pivot Tables are statistical tables that condense data of those tables that have extensive information. The summary can be based on any field such as sales, averages, sums, etc. that the pivot table represents in a simple and intelligent manner.

### **Features:**

Some of the features of Excel Pivot Tables are as follows:

- Allow the display of exact data you have to analyze
- Provide various angles to view the data
- Allow you to focus on important details
- Comparison of data is very handy
- Pivot tables can detect different patterns, relationships, data trends, etc.
- They can create instant data
- Accurate reports
- Serve the base for Pivot charts

## **Can you protect cells of a sheet from being copied?**

Yes, you can do it by protecting the required cells or the complete sheet. In order to do this, follow the given steps:

1. Select the cells that you want to protect
2. Open up the Font window from the Home tab
3. From the Protection pane, select Protection and then check the Hidden box
4. Click on Review tab present in the Ribbon, and then select Protect sheet option (Excel will not hide the required cells unless you do this)
5. Specify a password (This will help you in unprotecting the sheet later)