

# Top 10 Excel Questions with Execution and Formulas

## 1. How would you use VLOOKUP and HLOOKUP in Excel?

Execution:

- VLOOKUP Formula: =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])
- HLOOKUP Formula: =HLOOKUP(lookup\_value, table\_array, row\_index\_num, [range\_lookup])

Example:

VLOOKUP: Fetch the price of a product.

A	B
Product	Price
Pen	10
Book	20

Use: =VLOOKUP("Pen", A2:B3, 2, FALSE) -> Output: 10

HLOOKUP: Fetch the quantity of a product.

Product	Pen	Book
Quantity	10	20

Use: =HLOOKUP("Book", A1:B2, 2, FALSE) -> Output: 20

## 2. What is a Pivot Table, and how do you use it?

Execution:

Steps:

1. Select the dataset.
2. Go to Insert -> Pivot Table.
3. Drag fields into Rows, Columns, and Values areas.

Example:

Dataset:

Region	Product	Sales
North	Pen	100
South	Book	200

Create a Pivot Table to summarize sales by region:

- Drag "Region" to Rows and "Sales" to Values -> Sum of Sales.

### **3. How do you use Conditional Formatting?**

Execution:

Steps:

1. Select the range of cells.
2. Go to Home -> Conditional Formatting -> Choose a rule (e.g., Greater than).
3. Set the formatting (e.g., red fill for values > 100).

Example:

Highlight sales above 100:

1. Select column C (Sales).
2. Apply rule: Greater than 100 -> Choose red fill.

### **4. What are COUNTIF and SUMIF functions, and when would you use them?**

Execution:

- COUNTIF Formula: =COUNTIF(range, criteria)
- SUMIF Formula: =SUMIF(range, criteria, [sum\_range])

Example:

Dataset:

Product	Sales
---------	-------

Pen	50
-----	----

Book	150
------	-----

Pen	100
-----	-----

COUNTIF: Count occurrences of "Pen".

Use: =COUNTIF(A2:A4, "Pen") -> Output: 2

SUMIF: Sum sales for "Pen".

Use: =SUMIF(A2:A4, "Pen", B2:B4) -> Output: 150

## 5. Can you explain the difference between INDEX-MATCH vs. VLOOKUP?

Execution:

- INDEX Formula: =INDEX(array, row\_num, [column\_num])
- MATCH Formula: =MATCH(lookup\_value, lookup\_array, [match\_type])
- Combine: =INDEX(array, MATCH(value, range, 0), column)

Example:

Dataset:

A	B
---	---

Product	Price
---------	-------

Pen	10
-----	----

Book	20
------	----

Fetch "Pen's" price:

MATCH: =MATCH("Pen", A2:A3, 0) -> Output: 1

INDEX: =INDEX(B2:B3, 1) -> Output: 10

## 6. How do you remove duplicate entries in Excel?

Execution:

Steps:

1. Select the dataset.
2. Go to Data -> Remove Duplicates.
3. Choose the columns to check for duplicates.

Example:

Dataset:

A	B
---	---

Name	Age
------	-----

John	25
------	----

Jane	30
------	----

John	25
------	----

Removing duplicates -> Retains only unique entries.

## 7. How do you ensure data validation in Excel?

Execution:

Steps:

1. Select the input range.
2. Go to Data -> Data Validation.
3. Choose criteria (e.g., List, Number, Date).

Example:

Create a dropdown for departments:

1. Select column A.
2. Choose List -> Enter "HR, IT, Sales".

## **8. What is the purpose of Macros, and how would you use them?**

Execution:

Steps:

1. Enable Developer tab.
2. Go to Record Macro.
3. Perform the task, then stop recording.
4. Run the macro to repeat the task.

Example:

Automate formatting: Record a macro that bolds headers and sets column width.

## **9. How do you clean and prepare raw data in Excel?**

Execution:

- Use TRIM: =TRIM(text) -> Removes extra spaces.
- Use CLEAN: =CLEAN(text) -> Removes non-printable characters.

- Use Text-to-Columns: Split text by delimiter (e.g., comma).

Example:

Clean messy names:

A

John

Use: =TRIM(A1) -> Output: "John"

## **10. How do you create a dynamic dashboard in Excel?**

Execution:

Steps:

1. Create a Pivot Table for the data summary.
2. Insert charts (e.g., line, bar).
3. Add slicers for interactivity.
4. Arrange components on a single sheet.

Example:

Dataset:

Region	Sales
--------	-------

North	100
-------	-----

South	200
-------	-----

Create a Pivot Table to show sales by region, then use a bar chart for visualization.