

## **\*\*Feedback Report\*\***

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### **\*\*1. User Details:\*\***

- Name: Aadesh

### **\*\*2. Conversation Summary:\*\***

- Purpose and Context: The conversation was aimed at assessing Aadesh's knowledge and skills in Excel functions and features, likely to evaluate his technical proficiency related to his background in computer science and deep learning.
- Main Topics Discussed: The primary topics included Excel formula creation, cell references, functions like VLOOKUP and IF, data manipulation through charts and PivotTables, as well as formatting and protection features.

### **\*\*3. Performance Overview:\*\***

- Aadesh maintained a consistent friendly tone throughout the interaction, opting to respond with greetings rather than addressing the questions directly. Clarity was present in his salutations, but accuracy and engagement in terms of responding to the technical content were lacking. There was no demonstration of understanding regarding the specific Excel-related questions posed.

### **\*\*4. Question-by-Question Feedback:\*\***

1. **\*\*Question 1:\*\*** How do you create a formula in Excel?
  - User's Response: "hi"
  - AI's Evaluation: Response did not address the question.
  - Feedback: Aadesh needs to focus on providing direct answers to technical questions. A quick mention of using "=" followed by the formula components would have been appropriate.
2. **\*\*Question 2:\*\*** What is the difference between relative, absolute, and mixed cell references?
  - User's Response: "hi"

- AI's Evaluation: Response did not address the question.

- Feedback: Understanding cell references is fundamental. Clarifying their differences aids in comprehending Excel's functionality.

3. **Question 3:** How can you quickly add up a column of numbers in Excel?

- User's Response: "hi"

- AI's Evaluation: Response did not address the question.

- Feedback: Aadesh should mention the use of functions like SUM or AutoSum for tackling this common task.

4. **Question 4:** What feature would you use to find and remove duplicates in a dataset?

- User's Response: "hi"

- AI's Evaluation: Response did not address the question.

- Feedback: Aadesh needs to refer to the 'Remove Duplicates' feature under the Data tab for clarity.

5. **Question 5:** How would you create a chart in Excel?

- User's Response: "hi"

- AI's Evaluation: Response did not address the question.

- Feedback: Describing steps to insert a chart, such as selecting data and choosing a chart type, would be beneficial.

6. **Question 6:** What is the VLOOKUP function and when would you use it?

- User's Response: "hi"

- AI's Evaluation: Response did not address the question.

- Feedback: Aadesh should explain VLOOKUP's utility in searching for and retrieving data, such as value retrieval in tables.

7. **Question 7:** How can you protect a worksheet from being edited?

- User's Response: "hi"

- AI's Evaluation: Response did not address the question.

- Feedback: He should mention worksheet protection via the 'Protect Sheet' option for restricting edits.

8. **Question 8:** How do you apply conditional formatting to highlight cells based on their value?

- User's Response: "hi"
- AI's Evaluation: Response did not address the question.
- Feedback: Aadesh might discuss using 'Conditional Formatting' to enhance data visualization.

9. **Question 9:** What is a PivotTable and why would you use one?

- User's Response: "hi"
- AI's Evaluation: Response did not address the question.
- Feedback: PivotTables simplify complex data analysis; discussing their role in summarizing large datasets would be insightful.

10. **Question 10:** How can you remove all the formatting from a cell or range of cells?

- User's Response: "hi"
- AI's Evaluation: Response did not address the question.
- Feedback: Quick formatting removal can be achieved through 'Clear Formats' in the 'Editing' group on the ribbon.

11. **Question 11:** Explain the use of the IF function with an example.

- User's Response: "hi"
- AI's Evaluation: Response did not address the question.
- Feedback: Aadesh should describe the conditional logic capability of the IF function and provide a practical example for clarity.

12. **Question 12:** What is the difference between COUNT and COUNTA?

- User's Response: "hi"
- AI's Evaluation: Response did not address the question.
- Feedback: Clarifying that COUNT is for numeric entries and COUNTA for non-empty entries would improve his response.

13. **Question 13:** How do you transpose data from rows to columns?

- User's Response: "ho"
- AI's Evaluation: Response did not address the question.
- Feedback: Highlighting the use of the 'Transpose' feature in 'Paste Special' is necessary.

14. **Question 14:** How can you merge multiple cells and center content?

- User's Response: "lo"
- AI's Evaluation: Response did not address the question.
- Feedback: Discussing 'Merge & Center' would be helpful for understanding this Excel capability.

15. **Question 15:** What does the LEN function do in Excel?

- User's Response: "lho"
- AI's Evaluation: Response did not address the question.
- Feedback: The LEN function counts characters in a string; explicit mention would enhance clarity.

**5. Strengths:**

- Aadesh maintained a consistently friendly and polite demeanor.
- He demonstrated a willingness to engage and respond, albeit off-topic.

**6. Areas for Improvement:**

- Consistently address the specific technical questions asked.
- Demonstrate application-based knowledge for better clarity.
- Improve engagement with technical content rather than generic salutations.

**7. Recommendations:**

- Focus responses on the question's content, leveraging your background in computer science for precise answers.
- Before responding, consider what the question is directly asking to provide accurate, relevant information.
- Engage in practice sessions focusing on Excel features and functions to enhance familiarity and confidence.

**\*\*8. Final Evaluation:\*\***

- Overall Rating: Needs Improvement

- Closing Comment: Aadesh has a friendly demeanor that could benefit greatly from integrating his technical expertise into his interactions. Directly addressing questions will better reflect his knowledge and enhance the quality of future exchanges.