Excel Skills Assessment Report

Candidate: ratos
Email: ratos@gmail.com
Assessment Date: 2025-07-24 16:14:41
Duration: 2 minutes
Overall Score: 1.1/5.0

Metric	Count
Total Questions	8
Questions Answered	2
Questions Skipped	6
Timed Out Questions	0

Detailed Question Analysis

Question 1: Formulas (Basic)

Q: What is the SUM function used for in Excel?

Candidate Answer: helps in sum of two cell

Score: 2/5

Feedback: Basic understanding demonstrated. The candidate's answer 'helps in sum of two cell' is very basic and somewhat correct but lacks clarity and completeness. It does not provide the syntax or explain the function's usage beyond adding two cells, which is a very limited understanding.

Model Answer: The SUM function is used to add up values in a range of cells. Syntax: =SUM(range) or =SUM(cell1,cell2,...)

Question 2: Shortcuts (Basic)

Q: Which shortcut key combination copies the selected cells?

Candidate Answer: ctrl + space

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer 'ctrl + space' does not address the question about copying and pasting cells in Excel. The ideal answer involves using 'Ctrl+C' and 'Ctrl+V', which the candidate did not mention. This indicates a very poor understanding of the topic.

Model Answer: Ctrl+C copies selected cells. You can then paste with Ctrl+V

Question 3: Text (Intermediate)

Q: How do you combine text from two cells?

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: Use CONCATENATE function: =CONCATENATE(A1,B1) or ampersand: =A1&B1.; In newer Excel, use CONCAT or TEXTJOIN functions.

Question 4: Lookup (Intermediate)

Q: Compare INDEX-MATCH vs VLOOKUP

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: INDEX-MATCH: More flexible, can look left/right, faster for large data, syntax: =INDEX(return_range,MATCH(lookup_value,lookup_range,0)). VLOOKUP: Simpler syntax, only looks right, limited to leftmost column.

Question 5: Lookup (Intermediate)

Q: What is VLOOKUP and when would you use it?

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: VLOOKUP searches for a value in the first column of a table and returns a corresponding value from another column. Syntax: =VLOOKUP(lookup_value,table_array,col_index_num,[range_lookup]). Used for data retrieval and matching.

Question 6: Pivot (Advanced)

Q: How do you create a Pivot Table and what are its main components?

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: Insert > PivotTable. Main components: 1) Row Labels (categories), 2) Column Labels (subcategories), 3) Values (data to summarize), 4) Filters (criteria to filter data)

Question 7: Formulas (Advanced)

Q: Using the Excel sheet provided, create a formula to calculate the monthly sales commission (5% of sales above $10,000)

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: =IF(B2>10000,(B2-10000)*0.05,0) where B2 contains sales amount

Question 8: Automation (Advanced)

Q: What is a macro and how do you create one?

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: Macro is recorded sequence of commands. Create via: Developer tab > Record Macro > perform actions > Stop Recording. Can also write VBA code directly.

Performance Summary:
Average Score: 1.12/5.0
Performance Level: Needs Improvement