

Excel Skills Assessment Report

Candidate: Udit
Email: Abc@xyz.com
Assessment Date: 2025-07-24 18:30:27
Duration: 4 minutes
Overall Score: 1.4/5.0

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

Detailed Question Analysis

Question 1: Shortcuts (Basic)

Q: Which shortcut key combination copies the selected cells?

Candidate Answer: Ctrl c

Score: 2/5

Feedback: Basic understanding demonstrated. The candidate's answer 'Ctrl c' is incomplete and lacks clarity. While it partially addresses the copy function, it does not mention the paste aspect, which is a crucial part of the process. The semantic similarity score of 0.409 indicates a low level of similarity to the ideal answer.

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

Question 2: Navigation (Basic)

Q: How do you select an entire column in Excel?

Candidate Answer: By clicking on the top of column

Score: 3/5

Feedback: Good understanding shown. The candidate's answer 'By clicking on the top of column' is partially correct but lacks specificity and clarity. It implies the correct action (clicking on the column header) but does not explicitly state that this selects the entire column. The semantic similarity score of 0.664 indicates a moderate level of similarity to the ideal answer. While the candidate shows a basic understanding, the answer could be improved for completeness and accuracy.

Model Answer: Click on the column header (letter) to select the entire column, or use Ctrl+Space after selecting any cell in the column

Question 3: Text (Intermediate)

Q: How do you combine text from two cells?

Candidate Answer: By pressing ctrl key together clicking the two columns

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer does not provide a correct method for concatenating columns in Excel. The suggested approach of 'pressing ctrl key together clicking the two columns' is not a valid method for concatenation. This indicates a very poor understanding of Excel functions related to string concatenation.

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

Question 4: Charts (Intermediate)

Q: Look at the data in the image and create a suitable chart type. Explain your choice.

Candidate Answer: Ok

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer 'Ok' does not provide any relevant information regarding the question about choosing the appropriate chart type based on data type and purpose. This response indicates a very poor understanding or no attempt to address the question.

Model Answer: Based on the data type: Line chart for trends over time, Bar chart for comparisons, Pie chart for parts of whole. Choice depends on data structure and purpose.

Question 5: Charts (Intermediate)

Q: Look at the data in the image and create a suitable chart type. Explain your choice.

Candidate Answer: Ok

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer 'Ok' does not provide any relevant information regarding the question about choosing the appropriate chart type based on data type and purpose. This response indicates a very poor understanding or no attempt to address the question.

Model Answer: Based on the data type: Line chart for trends over time, Bar chart for comparisons, Pie chart for parts of whole. Choice depends on data structure and purpose.

Question 6: Array (Advanced)

Q: What are array formulas and how do you enter them?

Candidate Answer: Abc

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer 'Abc' does not demonstrate any understanding of array formulas in Excel. It is completely unrelated to the topic and does not provide any relevant information.

Model Answer: Array formulas perform calculations on arrays of data. Enter with Ctrl+Shift+Enter (shows curly braces {}). Can calculate multiple results or use multiple criteria.

Question 7: Automation (Advanced)

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

Candidate Answer: Abc

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer 'Abc' does not provide any relevant information about what a macro is or how to create one in Excel. It is completely off-topic and does not demonstrate any understanding of the concept.

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

Question 8: Analysis (Advanced)

Q: In the provided Excel sheet, use pivot tables to analyze sales by region and product category

Candidate Answer: Ctrl

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer 'Ctrl' is completely unrelated to the task of creating a pivot table in Excel. It seems to refer to a keyboard shortcut, but without any context or relevance to the question. This indicates a very poor understanding of the topic.

Model Answer: Create pivot table with Region in Rows, Product Category in Columns, and Sales Amount in Values. Apply appropriate formatting and add calculated fields if needed.

Performance Summary:

Average Score: 1.38/5.0

Performance Level: Needs Improvement