

# Excel Skills Assessment Report

**Candidate:** deep  
**Email:** deep@gmail.com  
**Assessment Date:** 2025-07-25 19:07:52  
**Duration:** 0 minutes  
**Overall Score:** 1.0/5.0

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

## Detailed Question Analysis

### Question 1: Functions (Basic)

**Q:** What does the AVERAGE function do?

**Candidate Answer:** [SKIPPED]

**Score:** 1/5

**Feedback:** Consider reviewing this topic. Question skipped by candidate

**Model Answer:** AVERAGE calculates the arithmetic mean of a range of numbers. Syntax:  
=AVERAGE(range)

### Question 2: Data (Basic)

**Q:** How do you sort data in Excel?

**Candidate Answer:** [SKIPPED]

**Score:** 1/5

**Feedback:** Consider reviewing this topic. Question skipped by candidate

**Model Answer:** Select data range > Data tab > Sort. Choose sort column and order (A-Z or Z-A).  
For multiple criteria, click 'Add Level'

### Question 3: Protection (Intermediate)

**Q:** How do you protect specific cells while allowing others to be edited?

**Candidate Answer:** [SKIPPED]

**Score:** 1/5

**Feedback:** Consider reviewing this topic. Question skipped by candidate

**Model Answer:** 1) Select cells to protect > Format Cells > Protection > Locked, 2) Select editable cells > uncheck Locked, 3) Review tab > Protect Sheet

## Question 4: Formulas (Intermediate)

**Q:** Explain the difference between SUMIF and SUMIFS functions

**Candidate Answer:** [SKIPPED]

**Score:** 1/5

**Feedback:** Consider reviewing this topic. Question skipped by candidate

**Model Answer:** SUMIF adds cells based on one condition: =SUMIF(range,criteria,sum\_range).  
SUMIFS adds cells based on multiple conditions:  
=SUMIFS(sum\_range,criteria\_range1,criteria1,criteria\_range2,criteria2,...)

## Question 5: 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 6: 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 7: Analysis (Advanced)

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

**Candidate Answer:** [SKIPPED]

**Score:** 1/5

**Feedback:** Consider reviewing this topic. Question skipped by candidate

**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.

## 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: 1.00/5.0

Performance Level: Needs Improvement