

Excel Skills Assessment Report

Candidate: jain
Email: jain@gmail.com
Assessment Date: 2025-07-24 22:42:40
Duration: 3 minutes
Overall Score: 1.2/5.0

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

Detailed Question Analysis

Question 1: Functions (Basic)

Q: What does the AVERAGE function do?

Candidate Answer: finds the average value of selected cells

Score: 3/5

Feedback: Good understanding shown. The candidate's answer 'finds the average value of selected cells' is a basic and correct understanding of the AVERAGE function's purpose but lacks the specific syntax and detailed explanation expected for an Excel expert. It demonstrates a satisfactory understanding with some minor errors in terminology and completeness.

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

Question 2: Navigation (Basic)

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

Candidate Answer: don't know

Score: 1/5

Feedback: Consider reviewing this topic. The candidate's answer 'don't know' indicates a complete lack of knowledge or understanding of the task, which aligns with a score of 1 (Very Poor). The ideal answer provides a clear and accurate method for selecting an entire column in Excel.

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: Conditional (Intermediate)

Q: Explain the IF function with an example

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: IF function performs logical tests. Syntax:
=IF(logical_test,value_if_true,value_if_false). Example: =IF(A1>50,'Pass','Fail')

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: Charts (Intermediate)

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

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

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: 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: Dashboard (Advanced)

Q: Look at the dashboard requirements image and create appropriate charts and formatting

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: Dashboard should include: KPI cards, trend charts, comparison bars, and consistent color scheme. Use slicers for interactivity.

Performance Summary:

Average Score: 1.25/5.0

Performance Level: Needs Improvement