

Excel Skills Assessment Report

Candidate: kra
Email: kra@gmail.com
Assessment Date: 2025-07-24 15:47:59
Duration: 0 minutes
Overall Score: 1.2/5.0

Metric	Count
Total Questions	8
Questions Answered	1
Questions Skipped	7
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: 3/5

Feedback: Good understanding shown. The candidate's answer 'ctrl + c' is partially correct in that it identifies the keyboard shortcut for copying, which is a key part of the ideal answer. However, it lacks the complete information about pasting with 'Ctrl+V', which is crucial for a full understanding of the process. The semantic similarity score of 0.477 indicates a basic level of similarity but not enough to consider the answer complete or accurate.

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: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

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: 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 4: 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 5: 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 6: 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.

Question 7: Array (Advanced)

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

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

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 8: Financial (Advanced)

Q: In the provided financial model, calculate NPV for the project using 10% discount rate

Candidate Answer: [SKIPPED]

Score: 1/5

Feedback: Consider reviewing this topic. Question skipped by candidate

Model Answer: Use NPV function: =NPV(discount_rate,value1,value2,...)+initial_investment. Or manual calculation with present value formulas.

Performance Summary:

Average Score: 1.25/5.0

Performance Level: Needs Improvement