

EXCEL INTERVIEW Q&A



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1) What are the different data types in Excel?

Answer:

Excel supports several data types, including:

- Text (String): Represents non-numeric characters, such as names or descriptions.
- Numbers: Numeric values used for calculations.
- Date/Time: Used to represent dates and times.
- Boolean (Logical): Represents TRUE or FALSE values.
- Error Types: Used to indicate issues in formulas, such as #DIV/0!, #N/A, or #VALUE!.

2) How do you use the VLOOKUP function?

Answer:

"VLOOKUP is used to search for a value in the first column of a range and return a value in the same row from another column. The syntax is: =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup]).

- lookup_value: The value you want to search for.
- table_array: The range of cells that contains the data.
- col_index_num: The column number in the table from which to retrieve the value.
- range_lookup: An optional argument that specifies whether you want an exact match (FALSE) or an approximate match (TRUE)."

3) What is the difference between COUNT, COUNTA, COUNTBLANK, and COUNTIF functions?

Answer:

- The COUNT function helps you find out how many number cells are in a certain area.
- The COUNTA function counts all cells inside a range that are not blank.
- Get the total number of empty cells inside a specified range with the COUNTBLANK function.
- The COUNTIF function checks a condition and then gives the number of values that meet it.

4) How Do the INDEX and MATCH Functions Work?

Answer:

- The index function returns a value from a range based on the row number.
- = INDEX(range, row_number)
- The match function returns the relative position of a value in the range.
- = MATCH(lookup_value, range, match_type)
- Match_types include largest/smallest values that are less than or equal to lookup_value and precise matches.



5) Can You Explain Conditional Formatting?

Answer:

Conditional formatting is used to format the cell using conditional. By highlighting important information and making statistics easier to understand, it helps.

6) How do you identify duplicate values in an Excel column?

Answer:

Duplicate values can be highlighted using CONDITIONAL FORMATTING. OR apply the COUNTIF.

7) How do you use Excel to identify and handle missing or null values in a dataset?

Answer:

Select the dataset.

- Go to the "Home" tab, click on "Find & Select," and choose "Go To Special."
- Select "Blanks" to find missing values.
- Fill or delete as needed.
- Use functions like IF and ISBLANK to handle missing values in formula.

8) What is Data Validation?

Answer:

Data validation is used to control the type of data in which you can:

- Restrict data entry
- Create dropdown list
- Give error message

9) What does an Excel Pivot Table do?

Answer:

Excel's Pivot Table feature makes it simple to summarise and analyze a lot of data in a table style that can be changed in many ways.

10) What are common data cleaning techniques in Excel?

Answer:

- Removing duplicates.
- TRIM() for extra spaces.
- TEXT-to-COLUMNS for splitting.
- Find & Replace for corrections.
- Using ISERROR/IFERROR to handle errors.

11) What's the difference between Relative, Absolute, and Mixed references?

Answer:

- Relative (A1) → changes when formula is copied.
- Absolute (\$A\$1) → fixed reference, doesn't change.
- Mixed (\$A1 or A\$1) → locks either row or column.

12) How do you combine text from multiple cells without using CONCATENATE?

Answer:

- =TEXTJOIN(" ", TRUE, A2:C2) → combines with a delimiter and ignores blanks.
- In Power Query → Merge Columns.

13) How do you find the nth largest or nth smallest value?

Answer:

- =LARGE(A2:A100, 3) → 3rd largest value.
- =SMALL(A2:A100, 2) → 2nd smallest value.

14) How do you handle errors like #N/A, #DIV/0! in formulas?

Answer:

- Use =IFERROR(A2/B2, "Check Input") → replaces errors with custom text/blank.

15) What is the difference between CUBE functions and normal Excel functions?

Answer:

- CUBE functions (CUBEVALUE, CUBEMEMBER) pull data from Power Pivot / OLAP models.
- Normal Excel functions pull data directly from cells.
- CUBE = best for large data models.

16) How do you implement an XLOOKUP with multiple conditions?

Answer:

- =XLOOKUP(1, (A2:A100="East")*(B2:B100="ProductX"), C2:C100)

17) How can you combine Excel with SQL-like queries?

Answer:

- Use Power Query's M language.
- Or Microsoft Query with SQL statements directly in Excel.
- Example:

```
SELECT Region, SUM(Sales)
FROM Sheet1$
GROUP BY Region;
```

18) How do you record a Macro in Excel?

Answer:

- Go to View → Macros → Record Macro
- Perform the steps
- Stop recording → Macro is saved in VBA

19) What is VBA?

Answer:

- VBA (Visual Basic for Applications) is the programming language behind Excel Macros. It lets you add logic (If, Loops, Functions) and interact with Excel objects.

20) How do you handle data deduplication with conditions?

Answer:

- Use =UNIQUE(A2:A100 & "-" & B2:B100) (dynamic arrays).
- Or Power Query → Remove Duplicates (select multiple columns).

21) You have a product catalog with Base Price (Column A), Discount % (Column B), Tax % (Column C), and Quantity (Column D). Create a formula to calculate the final revenue that applies discount first, then adds tax, and multiplies by quantity.

Answer:

=((A2*(1-B2/100))*(1+C2/100))*D2

Explanation: This nested formula first applies the discount (1-B2/100), then applies tax to the discounted price (1+C2/100), and finally multiplies by quantity for total revenue.

22) In cell A2, you have "Sales_Q3_2024_North_1250". Extract only the quarter (Q3) and region (North) into separate cells using functions.

Answer:

Quarter: =MID(A2,FIND("_",A2,FIND("_",A2)+1)+1,2)

Region:

=MID(A2,FIND("_",A2,FIND("_",A2,FIND("_",A2)+1)+1)+1,FIND("_",A2,FIND("_",A2,FIND("_",A2,FIND("_",A2)+1)+1)+1)-
FIND("_",A2,FIND("_",A2,FIND("_",A2)+1)+1)-1)

Explanation: Uses nested FIND functions to locate underscore positions and MID to extract specific segments.

23) Conditional Array Sum with Multiple Criteria

Answer:

Calculate total sales where Region="East" AND Product="Laptop" AND Date>=1/1/2024 from ranges A:A (Region), B:B (Product), C:C (Date), D:D (Sales).

Solution:

=SUMPRODUCT((A:A="East")*(B:B="Laptop")*(C:C>=DATE(2024,1,1))*D:D)

Explanation: SUMPRODUCT multiplies boolean arrays (TRUE=1, FALSE=0) to create AND conditions, then sums matching sales values.

24) Create a ranking system that assigns sequential ranks even when there are ties, and automatically adjusts when new data is added.

Answer:

=RANK(B2,\$B\$2:\$B\$100,0)+COUNTIFS(\$B\$2:B1,B2)

Explanation: RANK provides base ranking, COUNTIFS adds incremental numbers for ties, creating unique sequential rankings.

25) Calculate the number of business days between two dates, excluding weekends and a list of holidays in column F.

Answer:

=NETWORKDAYS.INTL(A2,B2,1)

Explanation: NETWORKDAYS automatically excludes weekends and specified holidays from the date range calculation.



26) Create a dependent dropdown where selecting "Electronics" in B2 shows only electronic products, while selecting "Clothing" shows only clothing items from a master list.

Answer:

1. Name Manager Setup:

- Electronics: =OFFSET(Products!\$A\$2,0,0,COUNTA(Products!\$A:\$A)-1,1)
- Clothing: =OFFSET(Products!\$B\$2,0,0,COUNTA(Products!\$B:\$B)-1,1)

2. Data Validation Formula:

=INDIRECT(B2)

Explanation: INDIRECT converts text string in B2 into a named range reference, creating dynamic validation lists.

27) You have employee emails like "acc.icilvia@company.com". Extract the first name (ACC) with proper capitalization.

Answer:

=PROPER(LEFT(A2,FIND(".",A2)-1))

Explanation: FIND locates the period, LEFT extracts characters before it, PROPER capitalizes the first letter.

28) Find the salary of an employee based on both Name (Column A) and Department (Column B) from a large dataset.

Answer:

=INDEX(D:D,MATCH(1,(A:A=E2)*(B:B=F2),0))

Explanation: Creates concatenated lookup values to match multiple criteria simultaneously.

29) Calculate compound interest, but if the principal amount exceeds \$10,000, apply a reduced interest rate of 75% of the original rate.

Answer:

=A2*(1+IF(A2>10000,B2*0.75,B2)/100)^C2

Where A2=Principal, B2=Interest Rate %, C2=Years

Explanation: IF function applies conditional interest rate based on principal amount before compound interest calculation.

30) Create a formula that returns the sum of sales for the top 3 performing regions without using a pivot table.

Answer:

`=SUMPRODUCT(LARGE(SUMIFS(Sales,Region,UNIQUE(Region)),{1;2;3}))`

Explanation: LARGE function returns the nth largest values, SUMIFS aggregates by region, SUMPRODUCT sums the top 3 results.



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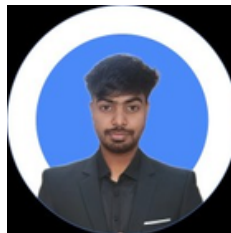
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