

Excel Questions

1. What is Microsoft Excel?

Microsoft Excel is a spreadsheet program developed by Microsoft that allows users to store, organize, analyze, and manipulate data using rows and columns. It provides powerful tools for calculations, charting, and data analysis.

2. What are the key features of Excel?

- Data entry and organization
- Formulas and functions for calculations
- Charts and graphs
- PivotTables for data summarization
- Conditional formatting
- Data validation
- Macros and automation
- Filtering and sorting

3. How do you create a new Excel spreadsheet?

- Open **Microsoft Excel**
- Click **File > New > Blank Workbook**
- Click **Create**

4. What are the different data types in Excel?

- **Text (String)** – e.g., "John Doe"
- **Number (Integer/Decimal)** – e.g., 100, 45.67
- **Date and Time** – e.g., 01/03/2024, 10:30 AM
- **Boolean (Logical TRUE/FALSE)** – e.g., TRUE, FALSE
- **Error values** – e.g., #DIV/0!, #VALUE!

5. How do you format a cell in Excel?

- Select the cell(s)
- Press **Ctrl + 1** (Format Cells dialog box)
- Choose **Number, Alignment, Font, Border, Fill, or Protection** options

6. How do you merge and center cells in Excel?

- Select the cells to merge
- Click **Home > Merge & Center**

7. How do you apply basic functions like SUM, AVERAGE, MIN, and MAX?

- =SUM (A1 : A10) – Adds values
- =AVERAGE (A1 : A10) – Finds the average
- =MIN (A1 : A10) – Finds the minimum value
- =MAX (A1 : A10) – Finds the maximum value

8. What is the difference between a worksheet and a workbook?

- **Worksheet** – A single sheet in Excel containing rows and columns
- **Workbook** – A file containing multiple worksheets

9. How do you wrap text in a cell?

- Select the cell(s)
- Click **Home > Wrap Text**

10. What are absolute and relative cell references?

- **Relative reference (A1)** – Changes when copied
- **Absolute reference (\$A\$1)** – Remains fixed
- **Mixed reference (A\$1 or \$A1)** – Partially fixed

11. How do you insert or delete rows and columns in Excel?

- **Insert** – Select row/column, Right-click > Insert
- **Delete** – Select row/column, Right-click > Delete

12. How do you use the AutoFill feature?

- Select a cell
- Drag the **fill handle** (bottom-right corner)

13. What is Conditional Formatting, and how do you use it?

- Used to change cell appearance based on criteria
- Go to **Home > Conditional Formatting > New Rule**

14. How do you filter data in Excel?

- Select data, Click **Data > Filter**
- Use dropdown menus to filter values

15. How do you sort data in ascending and descending order?

- Select data, Click **Data > Sort**
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Intermediate Excel Questions and Answers

16. What is the difference between a formula and a function?

- **Formula** – User-defined calculation (e.g., =A1+B1)
- **Function** – Predefined formula (e.g., =SUM(A1:A10))

17. How do you use the IF function?

Syntax: =IF(condition, value_if_true, value_if_false)

Example: =IF(A1>50, "Pass", "Fail")

18. Explain the VLOOKUP function.

Looks up values in a table.

Syntax: =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

19. What is the difference between VLOOKUP and HLOOKUP?

- **VLOOKUP** – Searches **vertically** in columns
- **HLOOKUP** – Searches **horizontally** in rows

20. What is the INDEX function?

Returns a value from a table based on row and column numbers.

Example: =INDEX(A2:C5, 2, 3)

21. What is the MATCH function?

Returns the position of a value in a row/column.

Example: =MATCH(50, A1:A10, 0)

22. How do you use COUNTIF and SUMIF functions?

- **COUNTIF**: =COUNTIF(A1:A10, ">50")
- **SUMIF**: =SUMIF(A1:A10, ">50")

23. How do you remove duplicate values?

Go to **Data > Remove Duplicates**

24. What is data validation?

Restricts input values in a cell. Found under **Data > Data Validation**

25. How do you use PivotTables?

Go to **Insert > PivotTable**, select data range, and organize fields.

26. What are Slicers in PivotTables?

Visual filters for PivotTables. Found under **PivotTable Analyze > Insert Slicer**

27. How do you create a chart in Excel?

Go to **Insert > Charts**, select chart type

28. What is a Named Range?

A meaningful name for a cell range (**Formulas > Define Name**).

29. How do you protect a worksheet?

Go to **Review > Protect Sheet**

30. How do you use the TEXT function?

Formats numbers as text. Example: `=TEXT(A1, "MM/DD/YYYY")`

Advanced Excel Questions and Answers

31. Difference between Power Query and PivotTables?

- **Power Query** – Data transformation tool
- **PivotTables** – Data summarization tool

32. What is Power Pivot?

An advanced data modeling tool in Excel

33. How do you use XLOOKUP?

Advanced lookup replacing VLOOKUP.

Syntax: `=XLOOKUP(lookup_value, lookup_array, return_array)`

34. How do you perform Goal Seek?

Go to **Data > What-If Analysis > Goal Seek**

35. What is What-If Analysis?

Analyzes different scenarios in Excel

36. How do you create a Dynamic Named Range?

Using `OFFSET()` or `INDEX()`

37. What is a Macro?

An automated task recorded in Excel

38. How do you record a Macro?

Go to **Developer > Record Macro**

39. What is VBA?

Visual Basic for Applications, used for automation

40. How do you create a drop-down list?

Go to **Data > Data Validation > List**

41. What is the INDIRECT function?

Returns the reference specified as text

42. How to create an interactive dashboard?

Use PivotTables, Charts, and Slicers

43. Difference between CONCATENATE and TEXTJOIN?

- `CONCATENATE(A1, B1)` – Joins two cells
- `TEXTJOIN(",", TRUE, A1:A5)` – Joins multiple cells

44. Extract first name from full name?

`=LEFT(A1, FIND(" ", A1) - 1)`

45. What are Array Formulas?

Perform multiple calculations at once (`Ctrl + Shift + Enter`)