

Interview Summary Report

Overall Score: 3.0/10

Question	Answer	Score	Feedback
How do you use the IF function in Excel?	To protect cells in an Excel sheet, you must first unlock the cells you want to allow editing, then select the cells you want to lock and check the "Locked" box in the Format Cells dialog's Protection tab. Next, on the Review tab, select "Protect Sheet" and set a password if desired to make the previously unlocked cells editable and the selected cells read-only.	2	The candidate incorrectly described cell protection instead of explaining the IF function. The IF function in Excel is used for conditional logic to return one value if a condition is true and another if false. Their answer shows a lack of understanding of the question's specifics.
How do you create a chart in Excel?	To protect cells in an Excel sheet, you must first unlock the cells you want to allow editing, then select the cells you want to lock and check the "Locked" box in the Format Cells dialog's Protection tab. Next, on the Review tab, select "Protect Sheet" and set a password if desired to make the previously unlocked cells editable and the selected cells read-only.	2	The candidate's response is incorrect and seems to confuse creating a chart with protecting cells in Excel. While the explanation of protecting cells is accurate, it completely fails to address the question asked. A basic understanding of the chart creation process is expected for clarity and accuracy.
How do you use VLOOKUP in Excel?	To protect cells in an Excel sheet, you must first unlock the cells you want to allow editing, then select the cells you want to lock and check the "Locked" box in the Format Cells dialog's Protection tab. Next, on the Review tab, select "Protect Sheet" and set a password if desired to make the previously unlocked cells editable and the selected cells read-only.	2	The candidate's response does not answer the question about using VLOOKUP and instead describes cell protection in Excel, which is unrelated. While the explanation about cell protection is accurate, it demonstrates a lack of understanding or focus on the specific topic asked.

How do you protect cells in an Excel worksheet?	To protect cells in an Excel sheet, you must first unlock the cells you want to allow editing, then select the cells you want to lock and check the "Locked" box in the Format Cells dialog's Protection tab. Next, on the Review tab, select "Protect Sheet" and set a password if desired to make the previously unlocked cells editable and the selected cells read-only.	8	The response is mostly correct and demonstrates clear understanding of the steps to protect cells in Excel. However, it lacks detail about nuances, such as explaining that all cells are locked by default and the purpose of "Protect Sheet" to enforce these settings. Including these finer points would provide a more comprehensive answer.
What is the purpose of the CONCATENATE function in Excel?	To protect cells in an Excel sheet, you must first unlock the cells you want to allow editing, then select the cells you want to lock and check the "Locked" box in the Format Cells dialog's Protection tab. Next, on the Review tab, select "Protect Sheet" and set a password if desired to make the previously unlocked cells editable and the selected cells read-only.	1	The candidate's answer is incorrect and completely off-topic as it describes cell protection rather than the purpose of the CONCATENATE function in Excel. The CONCATENATE function is used to join two or more text strings into one, which was not addressed in the response. A clearer understanding of Excel functions is necessary.