Recently Asked Excel Interview Q&A

Note- Using the data table mentioned below, you'll have to find the answers to the 10 interview questions provided. (I have also given the answers along with the questions, but for practice, you'll need to do it in Excel on your desktop).

	A	B	C	D	E
1	**Employee ID**	**Department**	**Sales 2022**	**Sales 2023**	**Sales Target 2023**
2	101	Marketing	20000	20000	21000
3	102	Sales	15000	18000	17000
4	103	HR	12000	11000	12500
5	104	IT	18000	19000	18500
6	105	Marketing	16000	16200	16500
7	106	Sales	22000	21000	22500
8	107	IT	18000	21500	21200
9	108	HR	17000	18000	17500
10	109	Marketing	21000	23000	22000
11	110	Sales	19000	19000	20000
12	111	IT	23000	24000	23500
13	112	Marketing	18000	17500	19000
14	113	Sales	16500	17500	17200
15	114	HR	15800	16800	16000
16	115	IT	25000	24500	26000

Question 1: What was the sales target of employee ID '111' in 2023? Use two different formulas.

Answer 1:

Formula 1: Use ‘XLOOKUP’

=XLOOKUP(111, A2:A16, E2:E16)

Formula 2: Use ‘INDEX’ and ‘MATCH’

=INDEX(E2:E16, MATCH(111, A2:A16, 0))

Question 2: Extract the first two letters from the department name in the dataset.

Answer:

Use the ‘LEFT’ function:
=LEFT(B2, 2)
Drag down the formula for all rows.

Question 3: Determine the sales target for the employee who achieved the highest sales in 2023.

Answer:

Use ‘MAX’ and ‘INDEX’ with ‘MATCH’:
=INDEX(E2:E16, MATCH(MAX(D2:D16), D2:D16, 0))
(Employee ID 115 has the highest sales in 2023, so the target is 26000.)

Question 4: Retrieve the total sales from 2022 for the "IT" department without using direct references.

Answer:

Use SUMIF to sum the sales for IT department:
=SUMIF(B2:B16, "IT", C2:C16)
(The total is 84000.)

Question 5: How many employees from the IT and Marketing departments combined are there in the dataset?*

Answer:

Use ‘COUNTIF’ with an ‘OR’ condition:
=COUNTIF(B2:B16, "IT") + COUNTIF(B2:B16, "Marketing")
(There are 8 employees combined from both departments.)

Question 6: Apply conditional formatting to highlight rows of all employees who exceeded their 2023 sales target.

Answer:

1. Select the range `A2:E16`.
2. Go to Conditional Formatting > New Rule.
3. Use this formula:
=$D2>$E2
4. Set your desired formatting.

Question 7: Create a pivot table to find the total sales for each department in 2023.

Answer:

1. Select the dataset.
2. Go to Insert > Pivot Table.
3. Set Department as Row and Sales 2023 as Values.
4. The total sales for each department in 2023 will be displayed.

Question 8: Apply data validation to ensure that the Sales Target 2023 column only accepts values between 10,000 and 30,000.

Answer:

1. Select the range `E2:E16`.
2. Go to Data > Data Validation.
3. Set the criteria to allow whole numbers between 10000 and 30000.

Question 9: Use filter to display only the employees whose sales in 2023 exceeded 20,000.

Answer:

1. Select the dataset.
2. Go to Data > Filter.
3. Apply a filter on the `Sales 2023` column to display values greater than 20000.

Question 10: Add a slicer to your pivot table to allow filtering by the Department.

Answer:
1. After creating the pivot table, go to PivotTable Analyze > Insert Slicer.
2. Choose `Department`.
3. Now, use the slicer to filter the pivot table by department.

THANKS !!

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