

EXCEL MOST ASKED INTERVIEW QUESTIONS:

Can you explain the difference between a workbook and a worksheet?

How do you insert a new row or column in Excel?

Explain the function of the "VLOOKUP" and "HLOOKUP" functions.

What is the purpose of the "IF" function in Excel?

Formulas and Functions:

How do you use the "SUM" function in Excel?

Explain the difference between "COUNT," "COUNTA," and "COUNTIF" functions.

What is the "PMT" function used for in Excel?

How would you use the "INDEX" and "MATCH" functions together?

Data Analysis:

What is a pivot table, and how do you create one in Excel?

How would you filter data in Excel? Can you explain the use of advanced filters?

Explain the purpose of the "Sort" function in Excel.

Data Validation:

What is data validation, and how do you set it up in Excel?

How can you create a drop-down list in Excel?

Charting and Graphs:

How do you create a chart/graph in Excel?

Explain the difference between a line chart and a scatter plot in Excel.

Can you customize the appearance of a chart in Excel?

Conditional Formatting:

What is conditional formatting, and how is it useful in Excel?

Can you give an example of when you might use conditional formatting?

Excel Shortcuts:

Name a few Excel keyboard shortcuts that you find useful.

How do you freeze panes in Excel?

Data Import and Export:

How can you import data from an external source into Excel?

Explain the steps to export an Excel file to a CSV format.

Error Handling:

How do you identify and correct errors in Excel formulas?

What is the purpose of the "IFERROR" function in Excel?

Macros and Automation:

Have you ever used Excel macros? If so, can you provide an example of how you used them?

What is the Developer tab in Excel, and how can it be useful?

EXCEL TOPIC BREAK-DOWN (MUST DO FOR INTERVIEW)

Basic Excel Skills:

Understanding the Excel interface (ribbons, menus, cells, columns, rows).

Working with workbooks and worksheets.

Navigating and selecting cells, ranges, and sheets.

Copying, cutting, and pasting data.

Formulas and Functions:

Building basic formulas (e.g., addition, subtraction, multiplication, division).

Common mathematical functions (SUM, AVERAGE, MIN, MAX).

Logical functions (IF, AND, OR).

Lookup functions (VLOOKUP, HLOOKUP, INDEX, MATCH).

Text functions (CONCATENATE, LEFT, RIGHT, MID).

Data Analysis:

Sorting and filtering data.

Creating and understanding pivot tables.

Data validation and drop-down lists.

Using subtotals and grouping data.

Charting and Graphs:

Creating and formatting charts (bar charts, line charts, pie charts).

Adding titles, labels, and legends to charts.

Understanding different chart types and when to use them.

Advanced Formulas:

Array formulas.

Using the IFERROR function for error handling.

Named ranges and using them in formulas.

Nested functions.

Data Import and Export:

Importing data from external sources (text files, databases).

Exporting data to different file formats (CSV, PDF).

External data connections.

Data Cleaning and Transformation:

Removing duplicates.

Text-to-columns feature.

Find and replace.

Concatenating and splitting cells.

Conditional Formatting:

Applying conditional formatting rules.

Icon sets and data bars.

Managing and clearing conditional formatting.

Excel Shortcuts:

Common keyboard shortcuts for efficiency (copy, paste, undo).

Navigation shortcuts (Ctrl + arrow keys).

Using the F4 key to repeat actions.

Macros and Automation:

Recording and running macros.

Basic understanding of VBA (Visual Basic for Applications).

Using the Developer tab for advanced features.

Collaboration and Sharing:

Protecting sheets and workbooks.

Tracking changes.

Sharing workbooks and setting permissions.