AImaBetter

Excel Interview Questions

Note: *These questions are very important in interview point of view and were asked in companies like myntra, shaadi.com, affine, flutura, musigma, navi, capgemini, ford, flipkart etc.*

Q1. What is Microsoft Excel?
Answer: Microsoft Excel is an electronic spreadsheet program, created by multiple highly skilled engineers from Microsoft. It enables users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and column.
We also use this tool for storing, organizing and manipulating the data. In addition, it also offers programming that supports VBA, and we can use external databases to make dynamic reports, analysis etc. Smart use of this program saves a lot of time and helps in creating our own applications too.

Q2. What is the easiest solution to reduce the file size?
Answer: Below are the steps to reduce the file size:

- Find the last cell that contains data in the sheet. Delete all rows and columns after this cell
- To delete the rows, press the key Shift+Space then press Ctrl+Shift+Down on your keyboard
- Rows will get selected till the last row. Press Ctrl+- on the keyboard to delete the blank rows
- To delete the column, Press the key Ctrl+Space then press Ctrl+Shift+Right Arrow key on your keyboard
- Columns will get selected till the last row
- Press Ctrl+- on the keyboard to delete the blank columns

Q3. How many rows and columns are there in Microsoft Excel 2003 and later versions?

Answer: Refer to the table below for the number of rows, columns and cells for Microsoft Excel 2003 & later version:-

Excel Versions	Rows	Columns	Total Cells
MS Excel 2003	65536	256	16777216
MS Excel 2007	1048576	16384	17179869184
MS Excel 2010	1048576	16384	17179869184
MS Excel 2013	1048576	16384	17179869184
MS Excel 2016	1048576	16384	17179869184
MS Excel 2019	1048576	16384	17179869184
MS Excel 365	1048576	16384	17179869184

Q4. What is Syntax of VLOOKUP?

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

=VLOOKUP(			
VLOOKUP(**lookup_value**, table_array, col_index_num, [range_lookup])			

Q5. What is the shortcut to put the filter on data in Microsoft Excel 2013?
Answer: Ctrl+Shift+L is the shortcut key to put the filter in data.
You can find more shortcuts on the below links:

250 Excel Keyboard Shortcuts

The Best Shortcut Keys

Q6. How many report formats are available in Excel and what are their names?

**Answer:** In Excel, we have three formats available:

- Compact
- Report
- Tabular

Q7. What is the difference between function and formula in MS-Excel?

Answer: Formula:- It's a statement which is written by the user (user-created) to be calculated. A formula can contain values, cell references, defined names, and functions.
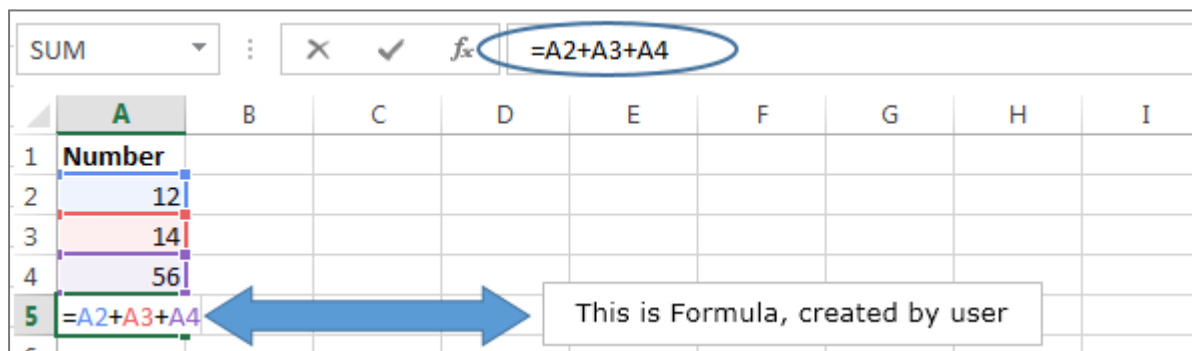

Functions:- Functions are in-built codes provided in MS-Excel, such as IF, COUNT, SUM, AVERAGE and so on. If additional functions are required we can create them through VBA. They are called user defined functions. This will carry out an operation of some kind and provide an output value. Functions are used inside formulas.
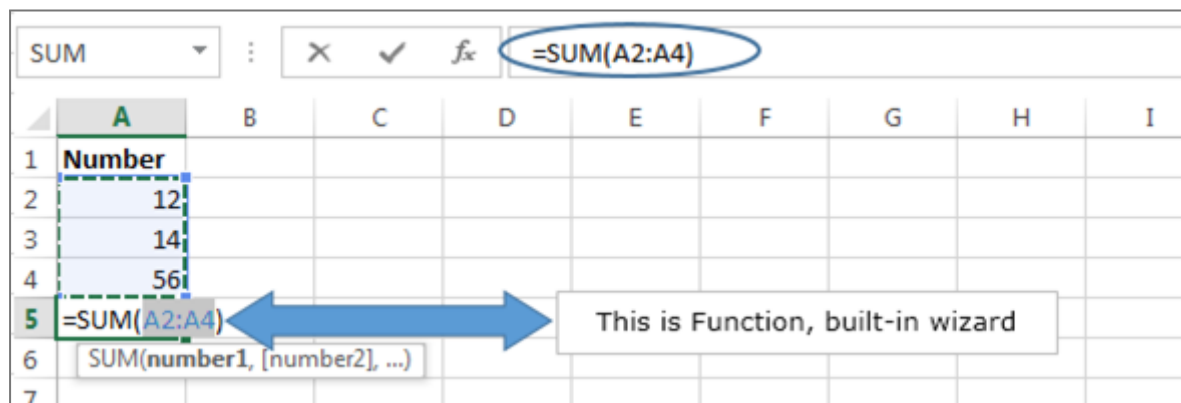
Q8. What is Chart in MS-Excel? Why is it important to you an appropriate chart?

Answer: Chart is a medium to present the data in graphical visualization, and it is the most important insight of the data. To present the data with perfect visualization and appropriate information, we should always pre-decide on the information to be presented.

As appropriate charts lead to the right decision, it's necessary to use relevant charts. Refer to the process chart for appropriate charts:
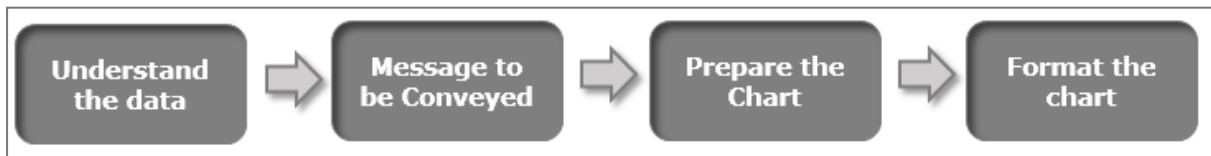
Here I have explained the Best Charts in Excel and How To Use Them

Q9. What is a Dashboard and what are the important things we should keep in mind while creating a dashboard?

Answer: Dashboard is a technique used to present important information through graphical representation. It is helpful in presenting huge data in a single computer screen so it can be monitored with a glance.

There are few things that should be taken care of while preparing the dashboards:
1)   Minimum distraction
2)   Simple, easy to communicate
3)   Important data
4)   A Few Colors
5)   Relevant graphs
6)   Dashboard should be on a single computer screen

Here I have mentoined 10+ Creative Advanced Excel Charts to Rock Your Dashboard.

Q10. How can you format a cell? What are the options?

Answer: We can format a cell by using the "Format Cells" option and there are 6 options:-
1) Number
2) Alignment
3) Font
4) Border
5) Fill
6) Protection

It is possible by using data modelling techniques.

Start by collecting data from various sources:

- Import from a relational database, like Microsoft SQL Server, Oracle, or Microsoft Access. You can import multiple tables at the same time.
- Import multiple tables from other data sources including text files, data feeds, Excel worksheet data, and more. You can add these tables to the Data

Model in Excel, create relationships between them, and then use the Data Model to create your PivotTable.
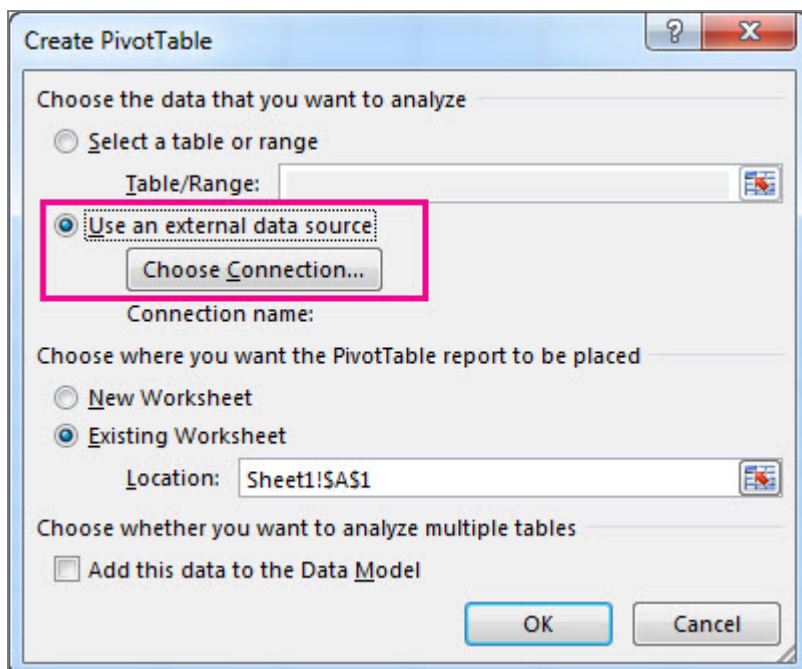
Q11. How to use Data Modeling for creating Pivot Table:-

After creating relationships between tables, make use of the data for analysis.

- Click on any cell on the worksheet
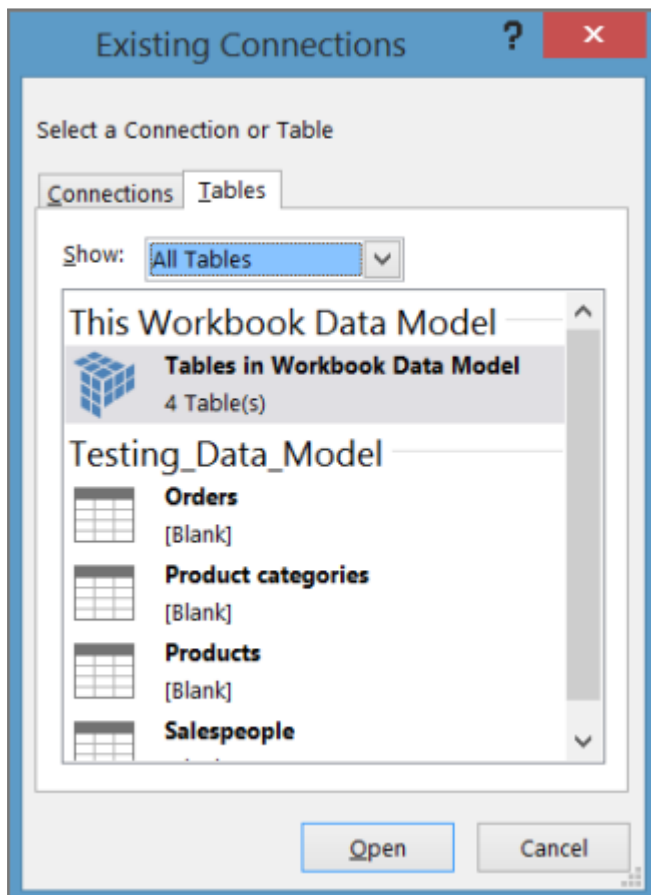- Click **Insert** > **PivotTable**
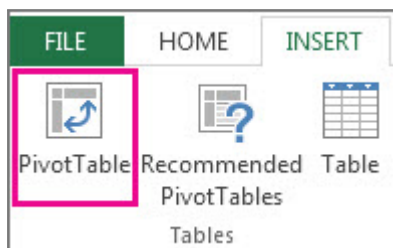
- In the **Create Pivotable** dialog box, under **Choose the data that you want to analyze**, click **Use an external data source**

- Click **Choose Connection**.

- On the **Tables** tab, in **this Workbook Data Model**, select **Tables from the Workbook Data Model**.

- Click **Open** and then click **OK** to show a Field List containing all the tables in the Data Model.

Q12. What is Ribbon in MS-Excel?
Answer: The ribbon in Excel consists of the tabs at the top. These tabs are split into groups which categorize related command buttons into sub tasks.
Each group has its respective command button and the dialog box launcher, which are present in the lower right corner in some of the groups.
This opens a dialog box containing a bunch of additional options we can choose from.
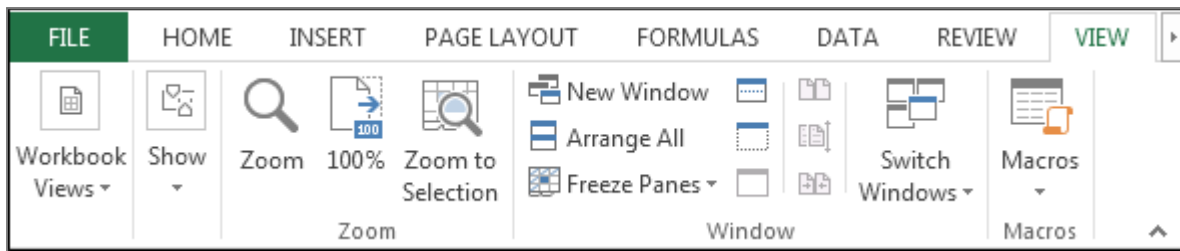
As per Excel's default settings, we have 8 tabs. Which are:

- File
- Home
- Insert
- Page Layout
- Formulas
- Data
- Review
- View

To find out more in detail, click here.

Q13. Which option do we use to adjust the text within a cell and what is the procedure to do it?
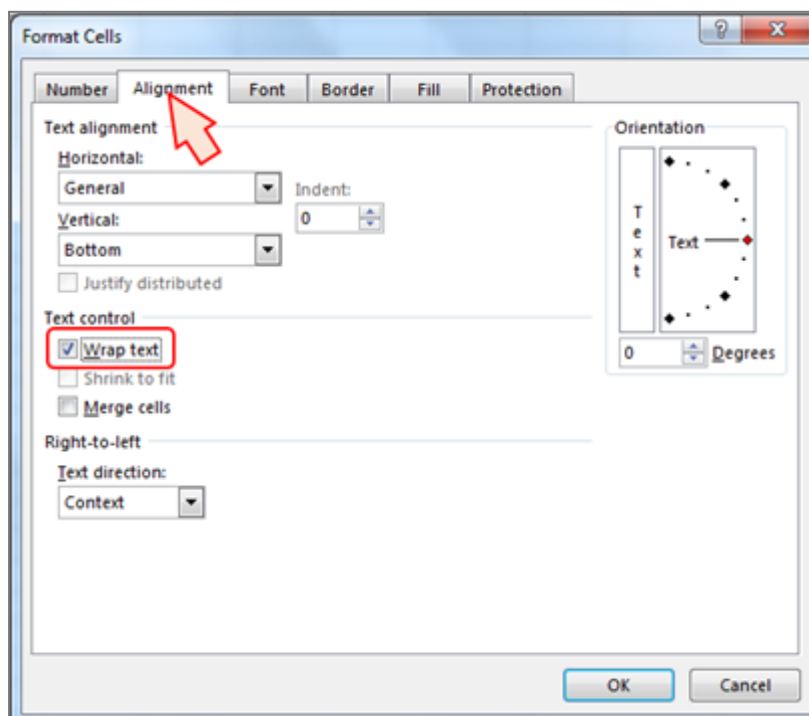**Answer:** To adjust text in a cell, we use Wrap text option. It can be used in two ways:
Option 1: In the Home tab > Alignment > Wrap Text.
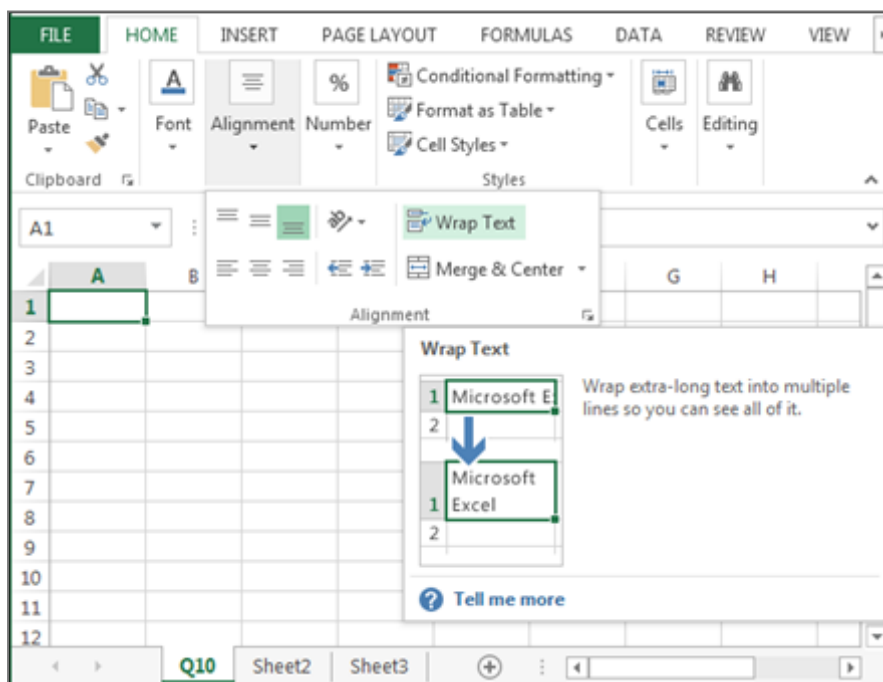
Option 2:

- Press Ctrl+1 on your keyboard
- Format cell dialog box will appear
- In the Alignment Tab
- Click on Wrap text
- Then click on OK

Check for more examples:

1. **Automatically & Manually Wrapping text**

Q14. How do I select all the objects in the sheet?
Answer: To select the object, we use the Go to Special option.
Follow the steps below to select the objects:

- Press the shortcut key F5 to open the Go to Special dialog box
- Click on Special > Click on object > Click on OK
- All objects will get selected
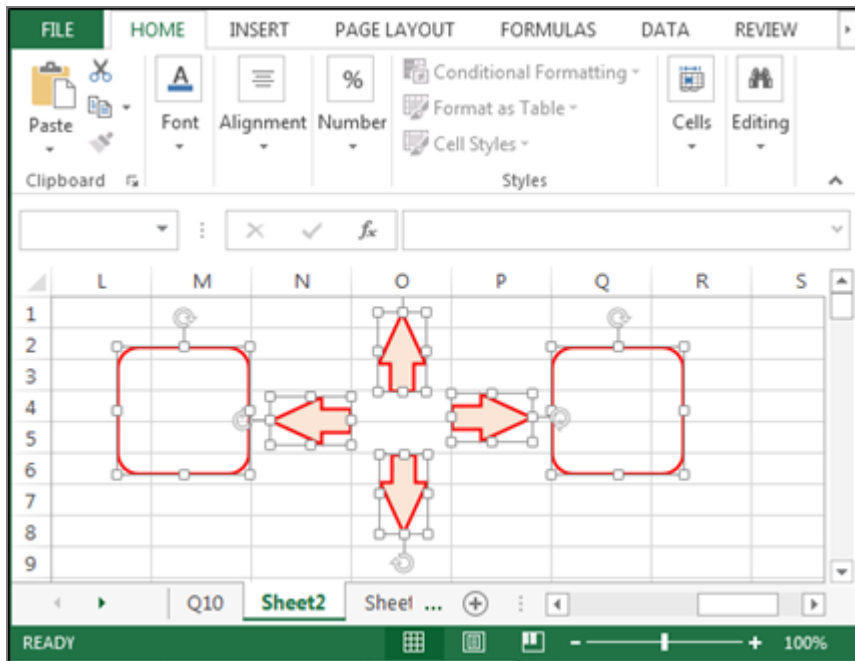
Q15. What is the IF function in Microsoft Excel?

Answer: 'If function' is one of the logical functions in Excel. We use this function to check the logical condition and specify the value whether it's true or false. 'If function' has three arguments but only the first argument is mandatory and other two are optional.
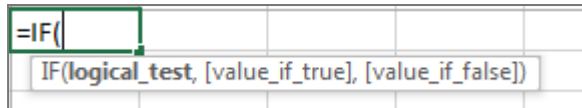

Q16. What is the use of Name box?

Answer: Name Box is located in the left most corner of the Excel sheet. Usually, we use Name box to check the cell reference to the active cell but it has several other uses too.

For Example: We can define the name of the range through Name box. Below are the steps to understand this statement:

- Select the range
- Edit in the Name box
- Type Weeks > Press Enter
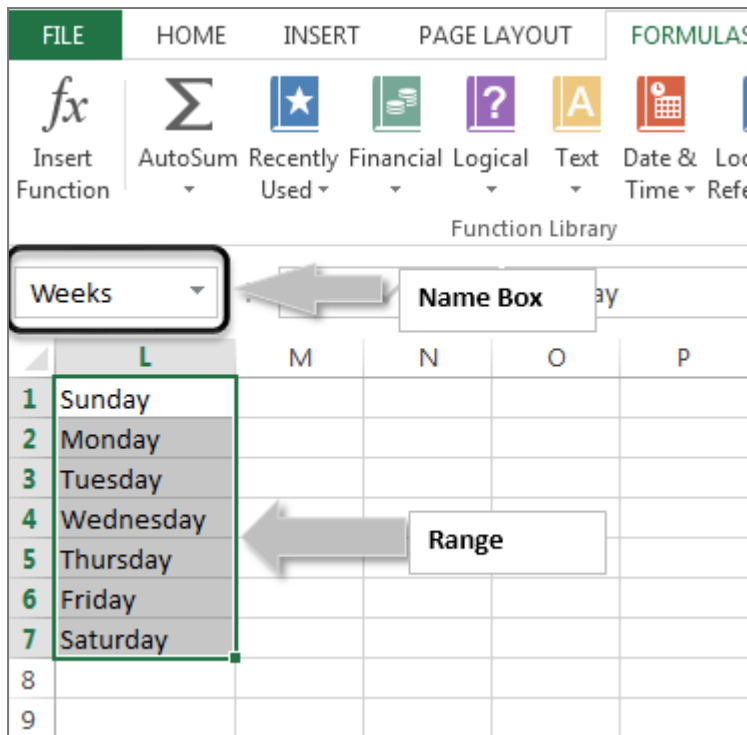
Q17. What is the use of VLOOKUP and how do we use it?

Answer: VLOOKUP is used to find the data in a large spreadsheet by lookup value in another worksheet. To use the lookup function, we should have common values in both data. For example, we want to search for the phone number of a person. So, in order to find out the phone number, we will need the concerned person's name.

How do we use it?

We have 2 sets of HR data in Excel. In the second data, we want to update joining date of every employee from the first data. To use the Vlookup function, data must have the common value.

	A	B	C	D	E	F	G	H
1			1st Data Set				2nd Data Set	
2	Emp Code	Date Of Joining	Emp. Name	Designation		Emp Code	Date Of Joining	
3	L1056	12-Jan-12	Employee 1	Executive		L2399		
4	L1059	15-May-12	Employee 2	Manager		L2261		
5	L1123	16-Sep-12	Employee 3	Sales Manager		L1951		
6	L2261	18-Jan-13	Employee 4	Technical Head		L1813		
7	L2399	22-May-13	Employee 5	Sr. Analyst		L1675		
8	L1537	23-Sep-13	Employee 6	Executive		L1537		
9	L1675	25-Jan-13	Employee 7	Chief Manager		L1123		
10	L1813	29-May-13	Employee 8	Sales Manager		L1089		
11	L1951	30-Sep-13	Employee 9	Technical Head		L1059		
12	L1089	1-Feb-13	Employee 10	Sr. Analyst		L1056		
13	L1022	5-Jun-13	Employee 11	Executive		L1022		

Follow below steps:-

- Enter the formula in cell G3
- =VLOOKUP(F3,$A$3:$D$13,2,0)
- Press enter and copy the same formula in the range F4:F13

Formula Explanation: =VLOOKUP(F3,$A$3:$D$13,2,0)

- In this formula, F3 is the cell of common value or lookup value
- Then we have selected the range $A$3:$D$13 to the 1st data
- 2: we have defined picking the value from the 2nd column
- 0: we have defined it for the exact match

Q18. How can we view the values in the right most column in Excel?
Answer: You can view the value from the right most column through Index and Match function.
Example: We have 2 HR data in Excel. In the second data, we want to update joining date of every employee, from the first data. To use the Vlookup function, data must have the common value.

Follow below steps:-

- Enter the formula in cell G3
- =INDEX($A$3:$D$13,MATCH(F3,$B$3:$B$13,0),1)
- Press Enter
- Copy the formula in range G4:G13.

Formula Explanation: =INDEX($A$3:$D$13,MATCH(F3,$B$3:$B$13,0),1)

- In this formula =INDEX($A$3:$D$13 this syntax is used to define the array from which we want to pick the value
- MATCH(F3,$B$3:$B$13,0) this syntax will help to lookup the value
- At last '1 define' is to pick the value as result so 1 implies that we want to pick the value from the 1st column

Q19. How can we merge multiple cells text strings in a cell?
Answer: We can merge multiple cells text string by using the Concatenate function and "&" function.
Example: We have three names: First Name, Middle name, Last name in 3 columns. To merge the names and make it a full name, follow the steps below:

Concatenate Function

- Enter the formula in cell D2
- =CONCATENATE(A2," ",B2," ",C2)

"&" use in formula to merge the text:

- Enter the formula in cell E2
- =A2&" "&B2&" "&C2

Q20. What is SUMIF function and how to use it?

Answer: We use Sumif function to add the cells specified by a given condition or criterion.

Syntax	Range	Criteria	Sum_Range
=SUMIF(range, criteria,[sum_range])	Data range from which we want to retrieve the sum	For which we want to calculate the	The range of column from which we want

		sum from the data	calculate the sum

How to use it?

We have HR data in which we have salary details of every employee, department wise. Now, we want to retrieve the total salary amount department wise.

Follow these steps:

- Enter the formula in cell I2
- =SUMIF($A$2:$E$17,$H2,$E$2:$E$17) and press Enter
- Copy the same formula in the range

The formula bar shows: `=SUMIF($A$2:$F$17,$H2,$E$2:$E$17)+SUMIF($A$2:$F$17,$H2,$F$2:$F$17)`

	A	B	C	D	E	F	G	H	I	J
1	Manufacturer	CarId	Month	Year	Purchase Price	Discount		Manufacturer	Total Price	
2	Mazda	46	Mar	FY-2010	$21,757	$2,176		Mazda	$119,665	
3	Toyota	35	Feb	FY-2013	$18,662	$1,866		Toyota	$120,944	
4	Toyota	35	Oct	FY-2011	$18,662	$1,866		Volkswagen	$36,608	
5	Toyota	35	Nov	FY-2010	$18,662	$1,866		BMW	$71,042	
6	Mazda	46	Mar	FY-2010	$21,757	$2,176		Peugeot	$80,525	
7	Volkswag	37	Oct	FY-2010	$33,280	$3,328		Honda	$25,418	
8	BMW	10	Oct	FY-2012	$64,584	$6,458				
9	Peugeot	28	Mar	FY-2012	$28,060	$2,806				
10	Peugeot	27	Mar	FY-2013	$22,572	$2,257				
11	Toyota	34	Apr	FY-2012	$26,982	$2,698				
12	Honda	19	Apr	FY-2010	$23,108	$2,311				
13	Mazda	46	Apr	FY-2010	$21,757	$2,176				
14	Peugeot	27	Sep	FY-2012	$22,572	$2,257				
15	Mazda	46	May	FY-2013	$21,757	$2,176				

Formula Explanation:

- **$A$2:$E$17**it is the range of data
- **$H2** is the criterion for which formula will calculate the sum
- **,$E$2:$E$17**is the sum range in the data

Q21. What is COUNTIF function and how to use it?
Answer: We use Countif function to count the specified cells, with a given condition or criterion.
Example: We have HR data with salary details of every employee, department wise. Now, we want to count number of employees department wise.

- Enter the formula in cell I2
- =COUNTIF($A$2:$A$17,H2)
- Copy the same formula for the all manufacturer

Few more examples:

1. COUNTIF in Microsoft Excel

2. COUNT, COUNTA, COUNTIF and COUNTBLANK

3. How to use COUNT functions :

Q22. What is Nested IF function?

Answer: When we have multiple conditions to meet, we can make use of IF function 7 times, which is called Nested IF function.

Example: In cell A1, there is drop down list of A, B, C & D. If A is selected then cell B1 should return Excellent, on selection of B result should be good, for C result should be Bad and D should be poor.

Q23. What is Pivot table and why we use it?

Answer: Pivot table allows quick summarizing of large data. We can calculate the field and arrange the data in presentable way in just few minutes. Most Excel experts believe that Pivot table is the most powerful tool.

Why do we use it?

- Pivot table gives us flexibility and analytical power
- It is a time saver source in Excel
- List unique values in any column of a table
- Create a dynamic pivot chart
- Link data sources outside excel and be able to create pivot reports out of such data
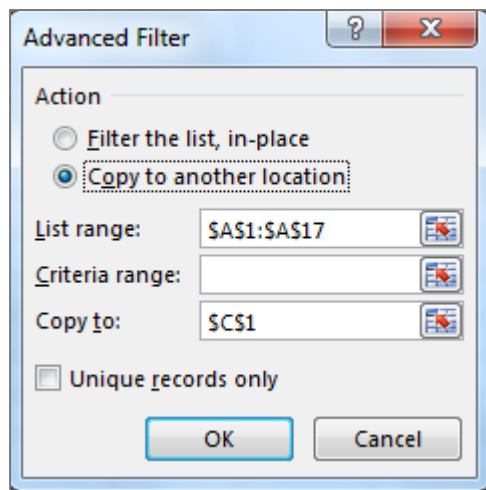
Q24. How to use advanced filters?

Answer: We can use Advanced filters to extract the unique list of items or we can extract the specific item from different worksheets. We can say that Advanced filter is an advanced version of Auto filter.

Example: In a range, we have duplicate products and we only want to filter a unique list.

A1	fx	Manufacturer

	A	B	C	D	E
1	**Manufacturer**				
2	Mazda				
3	Toyota				
4	Toyota				
5	Toyota				
6	Mazda				
7	Volkswagen				
8	BMW				
9	Peugeot				
10	Peugeot				
11	Toyota				
12	Honda				
13	Mazda				
14	Peugeot				
15	Mazda				
16	Toyota				
17	Mazda				

Follow below steps:

- Select the data range
- Go to the Data tab > Click on Advanced
- Advanced dialog box will open
- Click on copy to another location
- Select the destination

- Click on OK

Q25. How can we change the cell formatting?

Answer: To change the cell formatting "Format cell" option is used.

Example: In cell A1, the value is to be converted into percentage, change the number appearance by following these steps:

- Press Ctrl+1 shortcut key to open the Format cells dialog box
- In the number category, click on the Percentage option
- Click on OK