

# Excel Mock Interview Report

Candidate: arpan

Topic: Excel Interview

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Q #	Score (0-10)
1	8
2	9
3	0
4	0
5	0
6	0
7	0
8	0
9	0
10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	0

Average score: 0.85 / 10

## Detailed responses

Q1: What is the difference between using the "\$" symbol in an absolute reference versus a relative reference in an Excel formula, and how would you apply it in a real-world scenario?

Answer: The "\$" symbol in an Excel formula is used to make a cell reference absolute, preventing it from changing when the formula is copied or filled to other cells. Without the \$ symbol, the cell reference is considered relative, and it adjusts automatically based on its new position.

## Relative References

By default, all cell references are relative. When you copy a formula, Excel adjusts the cell references relative to the new cell's position. This is useful for performing the same calculation across multiple rows or columns.

Score: 8

Feedback: The answer provides a clear explanation of the difference between absolute and relative references in Excel formulas, but it would be more effective with a concrete real-world scenario example to illustrate the application.

Q2: How would you use a combination of the INDEX and MATCH functions to perform a lookup operation in a table where the lookup value is not in the first column, and the table structure is dynamic, meaning that columns and rows can be inserted or deleted, and what are the benefits of using this approach over other lookup methods, such as VLOOKUP or HLOOKUP?

Answer: Using a combination of the INDEX and MATCH functions is the most robust way to perform a lookup in a dynamic table where the lookup value is not in the first column. This method is superior to VLOOKUP because it provides more flexibility and reliability.

## How to Use INDEX and MATCH for a Lookup

The core idea is to have the MATCH function find the position of your lookup value, and then have the INDEX function return the value at that position. The formula structure is `=INDEX(return_range, MATCH(lookup_value, lookup_range, 0))`.

Let's break down each part:

`MATCH(lookup_value, lookup_range, 0)`: This part of the formula does the searching.

`lookup_value`: This is the value you want to find (e.g., a product ID, an employee name).

`lookup_range`: This is the single column or row that contains the `lookup_value`. You can select any column in the table, regardless of its position.

`0`: This argument specifies an exact match. It's crucial for most lookups.

`INDEX(return_range, ...)`: This part of the formula retrieves the data.

`return_range`: This is the single column or row that contains the value you want to return. This can be to the left or right of the `lookup_range`.

The MATCH function's result (which is a row number) is nested inside the INDEX function. INDEX then uses this row number to return the corresponding value from the `return_range`.

Score: 9

Feedback: The answer effectively highlights the benefits of using the INDEX and MATCH functions for lookup operations in dynamic tables, but it lacks a detailed step-by-step guide on how to

implement this approach.

Q3: How would you handle a situation where you need to perform a lookup operation using the INDEX and MATCH functions, but the lookup value is not unique, resulting in the MATCH function returning the relative position of the first occurrence, and you want to return all corresponding values from the return range, not just the first one, and what approach would you take to handle this scenario, considering the use of additional functions such as FILTER or XMATCH in newer versions of Excel, or array formulas in older versions.

Answer: No Answer

Score: 0

Feedback: No answer was provided, so it's impossible to assess the candidate's understanding of handling non-unique lookup values with the INDEX and MATCH functions.

Q4: How would you approach creating a dynamic chart title in Excel that automatically updates based on the selection of a specific cell or range, such as a date picker or category selector, and what functions or features would you utilize to achieve this dynamic title update?

Answer: No Answer

Score: 0

Feedback: No answer was provided, so the candidate's ability to create dynamic chart titles in Excel cannot be evaluated.

Q5: How would you use Excel's built-in functions to extract the current date and display it in a cell, and what are some common use cases for this functionality in everyday spreadsheet applications?

Answer: No Answer

Score: 0

Feedback: No answer was provided, which means the candidate's knowledge of extracting and displaying the current date in Excel using built-in functions cannot be assessed.

Q6: How would you format a cell to display the current date in a specific format, such as MM/DD/YYYY, and what are the steps to achieve this formatting in Excel?

Answer: No Answer

Score: 0

Feedback: The candidate failed to provide an answer to the question about formatting a cell to display the current date in a specific format, which is a basic Excel functionality.

Q7: What is the purpose of the AutoFill feature in Excel, and how can you use it to quickly fill a range of cells with a series of numbers, dates, or other patterns?

Answer: No Answer

Score: 0

Feedback: The candidate did not provide any information about the AutoFill feature, its purpose, or how to use it to fill a range of cells with a series of numbers, dates, or other patterns.

Q8: How do you use the Flash Fill feature in Excel to automatically fill in a range of cells with a pattern or format based on a few examples, and what are some common use cases for this feature?

Answer: No Answer

Score: 0

Feedback: The candidate did not explain how to use the Flash Fill feature, its common use cases, or provide any examples of how it can be used to automatically fill in a range of cells with a pattern or

format.

Q9: What is the AutoFill feature in Excel and how does it differ from Flash Fill, can you give an example of when you would use AutoFill to fill a series of numbers or dates in a range of cells?

Answer: No Answer

Score: 0

Feedback: The candidate failed to distinguish between the AutoFill and Flash Fill features, and did not provide an example of when to use AutoFill to fill a series of numbers or dates in a range of cells.

Q10: How do you use the Fill Handle in Excel to copy a formula or value to adjacent cells, and what are some common scenarios where this feature is particularly useful?

Answer: No Answer

Score: 0

Feedback: The candidate did not provide any information about the Fill Handle, how to use it to copy a formula or value to adjacent cells, or common scenarios where this feature is useful.

Q11: What is the AutoFill feature in Excel and how does it differ from using the Fill Handle, can you give an example of when you would use AutoFill instead of the Fill Handle?

Answer: No Answer

Score: 0

Feedback: The candidate failed to provide an answer for Q11, missing an opportunity to demonstrate their understanding of the AutoFill feature and its distinction from the Fill Handle.

Q12: What is the difference between formatting a cell as a number versus formatting it as text in Excel, and when would you choose to use each formatting option?

Answer: No Answer

Score: 0

Feedback: The candidate did not respond to Q12, which is a fundamental question about cell formatting in Excel, and therefore did not demonstrate their knowledge of when to use number versus text formatting.

Q13: How do you prevent a cell in Excel from being edited by other users while still allowing them to view its contents, and what Excel feature can be used to achieve this?

Answer: No Answer

Score: 0

Feedback: No answer was provided for Q13, indicating a lack of knowledge about protecting cells from editing while allowing viewing, a key feature in Excel for collaborative work.

Q14: What is the purpose of the Freeze Panes feature in Excel, and how can it be used to keep important data visible while scrolling through a large worksheet?

Answer: No Answer

Score: 0

Feedback: The candidate did not answer Q14, which covers the Freeze Panes feature, an essential tool for managing large worksheets and keeping critical data visible.

Q15: How do you hide or unhide columns or rows in an Excel worksheet, and what are some common scenarios where you would use this feature?

Answer: No Answer

Score: 0

Feedback: The candidate failed to respond to Q15, missing a chance to show their understanding of hiding and unhiding columns or rows, a basic yet useful feature in Excel for data organization and presentation.

Q16: What is the purpose of freezing panes in an Excel worksheet and how do you freeze the top row or left column in a spreadsheet?

Answer: No Answer

Score: 0

Feedback: The candidate did not provide an answer to the question about freezing panes, which is a fundamental Excel feature.

Q17: How do you hide or unhide rows or columns in an Excel worksheet, and what are some common scenarios where you would use this feature?

Answer: No Answer

Score: 0

Feedback: The candidate failed to provide a response to the question about hiding or unhiding rows and columns, a basic Excel functionality.

Q18: What is the purpose of the Freeze Panes feature in Excel, and how can you apply it to a worksheet to simplify your view and navigation of large datasets?

Answer: No Answer

Score: 0

Feedback: The candidate did not answer the question about the Freeze Panes feature, demonstrating a lack of understanding of Excel's view management capabilities.

Q19: How do you hide or unhide rows or columns in an Excel worksheet, and what are some common scenarios where you would use this feature? (rephrased)

Answer: idk

Score: 0

Feedback: The candidate's response of 'idk' shows a complete lack of knowledge or effort to answer the question about hiding or unhiding rows and columns.

Q20: What is the purpose of the Freeze Panes feature in Excel, and how can it be used to improve the visibility of important data in a worksheet?

Answer: No Answer

Score: 0

Feedback: The candidate did not provide an answer to the question about the Freeze Panes feature, indicating a significant gap in their Excel skills and knowledge.