

# **DELOITTE PLACEMENT PREPARATION QUESTIONS**

## **1. Formula: =IF(FALSE,1, IF(TRUE,2,3))**

**Question:** What will be the result of the formula `=IF(FALSE,1, IF(TRUE,2,3))` in Excel?

**Answer:** The result of this formula is

**2. Explanation:** The IF function tests conditions and returns one value if the condition is TRUE and another if it is FALSE. In this case:

- The outer `IF(FALSE, 1, ...)` is evaluated first. Since the condition FALSE is given, it returns the result from the FALSE part, which is another IF function.
- The inner `IF(TRUE, 2, 3)` is then evaluated. Since the condition TRUE is given, it returns 2. Thus, the overall result of the formula is 2.

## **2. Qtr1, Qtr2, Qtr3 is an example of:**

**Question:** What is "Qtr1, Qtr2, Qtr3" an example of in Excel?

**Answer: Named Ranges or Quarterly Labels.**

**Explanation:** "Qtr1", "Qtr2", and "Qtr3" are often used as labels to represent different quarters in a dataset, making them examples of quarterly labels. These could also be named ranges if they represent specific data ranges in a financial model or report.

## **3. Adding a Title to a Pivot Chart:**

**Question:** Which tab should you use to add a title to a PivotChart if it doesn't already have one? **Answer: Chart Tools > Layout Tab > Chart Title.**

**Explanation:** In older versions of Excel, to add or edit a title on a PivotChart, you can navigate to the "Layout" tab under the "Chart Tools". Here, you can find the "Chart Title" option where you can add, edit, or remove the title of your chart.

## **4. Data Sorting and Filtering:**

**Question:** In Excel, data can be sorted or filtered based on which criteria: value, cell color, font color, or cell icon?

**Answer: All of the above.**

**Explanation:** Excel provides advanced sorting and filtering options that allow you to sort or filter data based on cell values, cell color, font color, or even cell icons. This is especially useful when working with conditional formatting or categorized data.

## 5. Shortcut to Insert a Row or Column:

**Question:** What is the shortcut key to insert a new row or column in an Excel sheet?

**Answer:** Ctrl + Shift + "+".

**Explanation:** This shortcut quickly inserts a new row or column at the selected position in the worksheet, depending on whether you have selected a row or column beforehand.

## 6. Macro Keyboard Shortcuts:

**Question:** All macro keyboard shortcuts in Excel include which key?

**Answer:** Ctrl.

**Explanation:** When assigning a keyboard shortcut to a macro in Excel, the shortcut will always start with the Ctrl key (e.g., Ctrl + Shift + M). This ensures quick access to your macro commands.

## 7. YEARFRAC Function - Actual/365 Basis:

**Question:** When using the YEARFRAC function in Excel, what value should be used for the basis to calculate based on the actual number of days in the year (365)?

**Answer:** 1.

**Explanation:** The basis argument in the YEARFRAC function specifies the day count basis to use. Setting it to 1 calculates the fraction of the year between two dates based on the actual number of days in the months and years.

## 8. Non-Alignment Tools in Excel:

**Question:** Which of the following is NOT an alignment tool in Excel?

**Answer:** Format Cells dialog box under the "Number" tab.

**Explanation:** Alignment tools are typically found in the "Alignment" tab or directly on the Ribbon under the "Home" tab, where you can align text left, right, center, and justify. The "Number" tab is related to formatting numbers, dates, currencies, etc.

## 9. Creating a Drop-Down Box:

**Question:** Which Excel feature is used to create a drop-down box in selected cells?

**Answer: Data Validation.**

**Explanation:** The Data Validation tool in Excel allows you to restrict the type of data or values that users can enter in a cell. By choosing "List" in the Data Validation settings, you can create a drop-down box with predefined options.

#### **10. Calculating Working Days Between Dates:**

**Question:** Which Excel function helps to find the number of working days between two calendar dates?

**Answer: NETWORKDAYS.**

**Explanation:** The NETWORKDAYS function calculates the number of working days between two dates, excluding weekends and optionally excluding specified holidays. It's often used for project planning and work schedule analysis.

#### **11. Proper Case Formatting:**

**Question:** Which function in Excel is used to format text to capitalize the first letter of each word?

**Answer: PROPER.**

**Explanation:** The PROPER function converts the text string so that the first letter of each word is capitalized and all other letters are lowercase. This is useful for formatting names, titles, and other text entries.

#### **12. Shortcut to Open a Workbook:**

**Question:** What is the shortcut key to open a new workbook in Excel?

**Answer: Ctrl + N.**

**Explanation:** Ctrl + N opens a new blank workbook in Excel, allowing you to quickly start working on a new spreadsheet.

#### **13. Displaying the Current Date:**

**Question:** Which Excel function is used to display the current date?

**Answer: =TODAY().**

**Explanation:** The TODAY() function returns the current date, automatically updating each time the worksheet is recalculated. It's commonly used in dashboards and reports to show the current date.

**14. Convert Rows and Columns into Numbers:**

**Question:** How can you convert all rows and columns into numbers in Excel?

**Answer:** Use the "Fill Handle" or the ROW() and COLUMN() functions.

**Explanation:** You can use the "Fill Handle" to quickly fill sequential numbers in rows or columns, or you can use the ROW() and COLUMN() functions to generate numbers automatically based on the position of the rows and columns.

**15. Scenario Manager in Excel:**

**Question:** Which Excel ribbon provides the Scenario Manager option?

**Answer:** Data.

**Explanation:** The Scenario Manager is found under the "Data" ribbon in Excel, within the "What-If Analysis" group. It allows you to create and compare multiple scenarios by changing input values.

**16. Chart for Developing 3 Relationships:**

**Question:** Which chart in Excel is used for developing 3 relationships?

**Answer:** Bubble Chart.

**Explanation:** A Bubble Chart in Excel is used to show the relationship between three continuous sets of data. Each bubble's position represents two variables, while the size of the bubble represents the third variable.

**17. Data Table Command in Excel:**

**Question:** Which button includes the Data Table command in Excel?

**Answer:** What-If Analysis under the "Data" ribbon.

**Explanation:** The Data Table command, which is used to analyze different scenarios, is found under "What-If Analysis" in the "Data" ribbon. It's used to perform sensitivity analysis by varying inputs.

**18. Calculate the Average of the Fourth Highest and Fourth Lowest Values:**

**Question:** How do you calculate the average of the fourth highest and fourth lowest values from a data set in Excel?

**Answer:** Use the LARGE and SMALL functions combined with AVERAGE.

**Formula:** =AVERAGE(LARGE(range,4),SMALL(range,4)).

**Explanation:** The LARGE function returns the nth largest value in a data set, while the SMALL function returns the nth smallest value. By combining these with AVERAGE, you can calculate the average of the fourth highest and fourth lowest values.

#### **19. Shortcut to Move to the Previous Sheet:**

**Question:** What is the shortcut key to move to the previous sheet in Excel?

**Answer:** Ctrl + Page Up.

**Explanation:** Ctrl + Page Up navigates to the previous worksheet in the workbook, making it easy to switch between sheets without using the mouse.

#### **20. Creating a Power Pivot Sheet:**

**Question:** Which option is used to create a Power Pivot sheet in Excel?

**Answer:** Power Pivot Tab.

**Explanation:** The Power Pivot tab in Excel provides tools to manage and analyze data models, create relationships between tables, and perform advanced data analysis.

#### **21. Shortcut to Sort Data with the Alt Button:**

**Question:** What is the shortcut key to sort data in Excel using the Alt button?

**Answer:** Alt + D + S.

**Explanation:** Alt + D + S opens the Sort dialog box in Excel, allowing you to sort data by one or more columns based on specific criteria.

#### **22. =A1=B1 in Cell C1:**

**Question:** What does the formula =A1=B1 return when placed in cell C1 in Excel?

**Answer:** TRUE or FALSE.

**Explanation:** The formula =A1=B1 compares the values in cells A1 and B1. If the values are equal, the formula returns TRUE; if they are not equal, it returns FALSE. This is a logical comparison used to check for equality.

#### **23. SUMPRODUCT of a Table:**

**Question:** What does the SUMPRODUCT function do in Excel?

**Answer:** Calculates the sum of the products of corresponding ranges or arrays.

**Explanation:** The SUMPRODUCT function multiplies corresponding elements in the provided arrays or ranges and then sums up the products. It's useful for weighted averages, conditional sums, and other complex calculations.

- **Example:** =SUMPRODUCT(A1:A5, B1:B5) multiplies each value in A1 by the corresponding value in B1 and sums the results.

#### **24. ##### in Excel Cells:**

**Question:** What does it mean when a cell in Excel displays #####?

**Answer:** The column is not wide enough to display the cell content.

**Explanation:** When Excel displays #####, it indicates that the cell content (usually a number or date) is too wide to fit in the cell. To fix this, you can increase the column width by dragging the column boundary or using "Format" > "AutoFit Column Width".

#### **25. Formatting Negative Values in Excel:**

**Question:** Which Excel formatting option can be used to make negative values bold?

**Answer:** Conditional Formatting.

**Explanation:** Conditional Formatting allows you to apply specific formats to cells based on their values. To make negative values bold, you can create a conditional formatting rule that applies bold formatting to cells containing negative numbers.

#### **26. Negative Values in Excel Accounting Format:**

**Question:** In Excel accounting terms, how are negative values typically displayed?

**Answer:** In parentheses. **Explanation:** In accounting formats, negative numbers are often displayed in parentheses to distinguish them from positive numbers. For example, -1000 would be displayed as (1000).

#### **27. Shortcut Key to Open a New Workbook:**

**Question:** What is the shortcut key to open a new workbook in Excel?

**Answer:** Ctrl + N.

**Explanation:** Pressing Ctrl + N in Excel creates a new blank workbook. This is a quick way to start working in a new file without using the menu options.

## **28. Displaying the Current Date in Excel:**

**Question:** Which function displays the current date in Excel?

**Answer:** =TODAY().

**Explanation:** The TODAY() function returns the current date, updating each time the workbook is opened or recalculated. It's often used in reports and dashboards to show the current date.

## **29. Scenario Manager Option in Excel:**

**Question:** Which ribbon provides access to the Scenario Manager option in Excel?

**Answer:** Data.

**Explanation:** The Scenario Manager is part of Excel's "What-If Analysis" tools, found under the "Data" ribbon. It allows you to create, save, and switch between different sets of input values to analyze potential outcomes.

## **30. Chart Used for Showing Relationships Between 3 Variables:**

**Question:** Which Excel chart is best for showing relationships between three continuous variables?

**Answer:** Bubble Chart.

**Explanation:** A Bubble Chart displays three dimensions of data. The x-axis and y-axis represent two variables, while the size of the bubble represents a third variable, making it ideal for visualizing complex relationships.

## **31. Button for Data Table Command in Excel:**

**Question:** Which button includes the Data Table command in Excel?

**Answer:** What-If Analysis under the "Data" ribbon.

**Explanation:** The Data Table command, which is used to perform sensitivity analysis by varying input values, is located under the "What-If Analysis" button in the "Data" ribbon.

## **32. Calculating the Average of the Fourth Highest and Fourth Lowest Values:**

**Question:** How can you calculate the average of the fourth highest and fourth lowest values in a dataset using Excel?

**Answer:** Use the LARGE and SMALL functions combined with AVERAGE.

**Formula:** =AVERAGE(LARGE(range,4),SMALL(range,4)).

**Explanation:** The LARGE function returns the nth largest value, and the SMALL function returns the nth smallest value in a dataset. By using AVERAGE, you can calculate the average of these two values, giving insight into the middle range of the data.

### **33. Shortcut Key to Move to the Previous Sheet:**

**Question:** What is the shortcut key to move to the previous sheet in an Excel workbook?

**Answer:** Ctrl + Page Up.

**Explanation:** Ctrl + Page Up allows you to navigate to the previous worksheet in your workbook, which is useful when working with multiple sheets.

### **34. Creating a Power Pivot Sheet in Excel:**

**Question:** Which option should you use to create a Power Pivot sheet in Excel?

**Answer:** Power Pivot Tab.

**Explanation:** The Power Pivot tab provides tools for creating and managing data models, establishing relationships between tables, and performing advanced data analysis, all within Excel.

### **35. Shortcut to Sort Data in Excel Using the Alt Button:**

**Question:** What is the shortcut key to sort data in Excel using the Alt button?

**Answer:** Alt + D + S. **Explanation:** Alt + D + S opens the Sort dialog box in Excel, allowing you to sort data based on one or more columns and apply sorting orders such as ascending or descending.

### **36. =A1=B1 in Excel:**

**Question:** What will the formula =A1=B1 return when used in an Excel cell?

**Answer:** TRUE or FALSE.

**Explanation:** This formula compares the values in cells A1 and B1. If they are equal, it returns TRUE; if they are not equal, it returns FALSE. This is a simple logical comparison.

### **37. ##### Displayed in Excel Cells:**

**Question:** What does it mean when a cell in Excel displays #####?

**Answer:** The column is not wide enough to display the cell content.

**Explanation:** When Excel shows #####, it indicates that the content (usually a number or date) is too wide to fit in the cell. You can fix this by increasing the column width or adjusting the cell format.

### **38. Using Conditional Formatting for Negative Values:**

**Question:** Which Excel feature allows you to format negative values in bold?

**Answer: Conditional Formatting.** **Explanation:** Conditional Formatting can be used to automatically apply formatting, such as bold, to cells that meet specific criteria, such as containing a negative value. This is useful for highlighting important data visually.