CONCEPTUAL QUESTIONS
For
MS-EXCEL

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Q. What is Microsoft Excel?

A. 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 database to make dynamic reports, analysis etc. Smart use of this program saves a lot of time and helps in creating our own applications too.

Q. What is the easiest solution to reduce the file size?

A. 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.

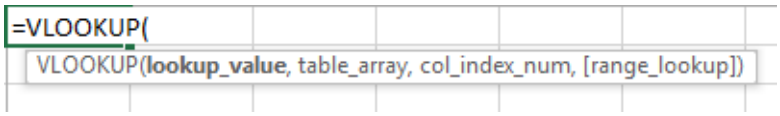
Q. How many rows and columns are there in Microsoft Excel 2003 and later versions?

A. 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, 2016	1048576	16384	17179869184

Q. What is Syntax of Vlookup?

A. Vlookup Syntax: =VLOOKUP(lookup_value,table_array,col_index_num,[range_lookup])



Q. What is the shortcut to put the filter on data in Microsoft Excel 2013?

A. Ctrl+Shift+Lis the shortcut key to put the filter in data.

Q. What are the few short cuts in Excel used frequently?

Ans: Keyboard shortcuts are the best way to navigate cells or enter formulas more quickly. We've listed our favorites below.

Ctrl +[Down|Up Arrow]: Moves to the top or bottom cell of the current column and combination of Ctrl with **Left|Right** Arrow key, moves to the cell furthest left or right in the current row

Ctrl + Shift + Down/Up Arrow: Selects all the cells above or below the current cell

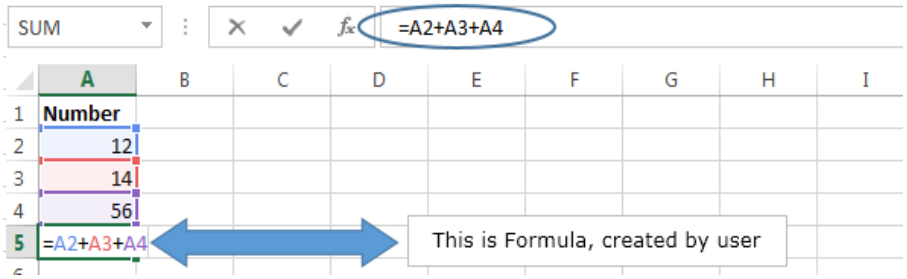
Ctrl+ Home: Navigates to cell A1
Ctrl+End: Navigates to the last cell that contains data
Alt+F1: Creates a chart based on selected data set.
Ctrl+Shift+L: Activate auto filter to data table
Alt+Down Arrow: To open the dropdown menu of auto filter.
Alt+D+S: To sort the data set
Ctrl+O: Open a new workbook
Ctrl+N: Create a new workbook
F4: Select the range and press F4 key, it will change the reference to absolute, mixed and relative.

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

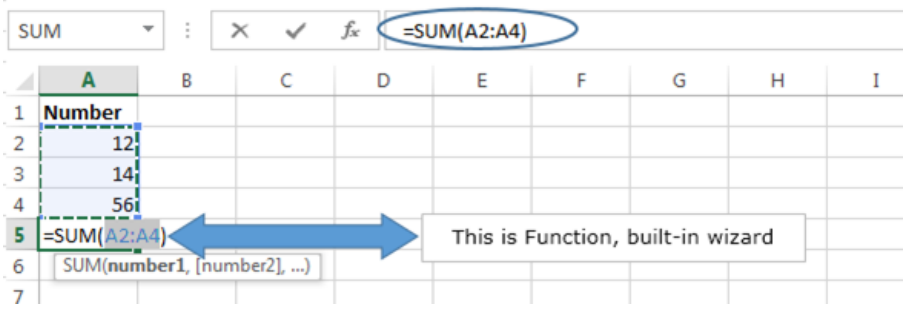
A. In Excel, we have three formats available: Compact, Report and Tabular

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

A. 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. And, if additional functions are required we can create through VBA. This will carry out an operation of some kind and provide an output value. Functions are used inside formulas.



Q. What is Chart in MS-Excel? Why is it important to use an appropriate chart?

A. 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 right decision, its necessary to use relevant charts. Refer to the below process chart for appropriate charts:

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

A. 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 which should be taken care of, while preparing the dashboards:

1) Minimum distraction
2) Simple, easy to communicate
3) Important data
4) Few Colors
5) Relevant graphs
6) Dashboard should be on single computer screen.

Q. What is dashboard and why do organizations use it?

Ans: Dashboards often provide at-a-glance views of KPIs (key performance indicators) relevant to a particular objective or business process (e.g. sales, marketing, human resources, or production).The term dashboard originates from the automobile dashboard where drivers monitor the major functions at a glance via the instrument cluster.

Dashboards give signs about a business letting the user know something is wrong or something is right. Dashboards typically are limited to show summaries, key trends, comparisons, and exceptions. There are four Key elements to a good dashboard which help organizations to work effectively:

*Simple, communicates easily
*Minimum distractions.
*Supports organized business with meaning and useful data
*Applies human visual perception to visual presentation of information

Smart organizations are doing everything they can to find every opportunity to drive their business and help them stay ahead of their competition. To uncover these opportunities, decision-makers need easy access to a very wide range of information and they need advanced visualizations to help them analyze and understand the data. In a way, decision-makers get easy access to data through dashboards. Modern dashboard technology enables dozens of reports to be combined into a single, easily-consumable, visual representation.

This ability to consolidate many reports has been the biggest breakthrough in the last five years and has redefined what we think of as a “dashboard". Dashboards are highly interactive, self-contained environments that hold the answers to many standard questions of business operations.

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

A. 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

Q. Is it possible to make Pivot Table using multiple sources of data? How?

A. Yes, this is possible by using data modelling technique.

Start with 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.

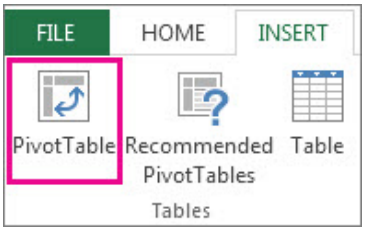
Import multiple tables from other data sources including text files, data feeds, Excel worksheet data, and more. You can add these tables to the Data Model in Excel, create relationships between them, and then use the Data Model to create your PivotTable.

How to use Data Modeling for creating Pivot Table: -

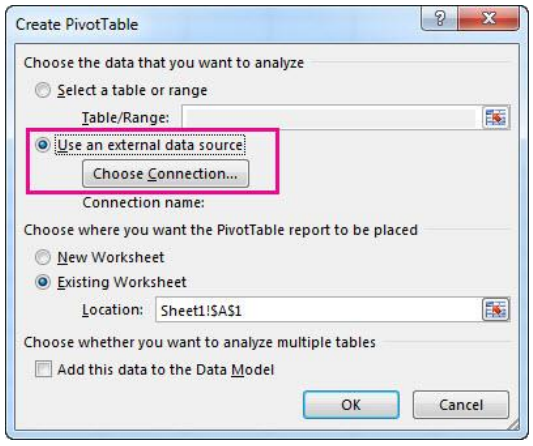
After creating relationships between tables, make use of the data for analysis.

Click any cell on the worksheet

Click Insert > PivotTable

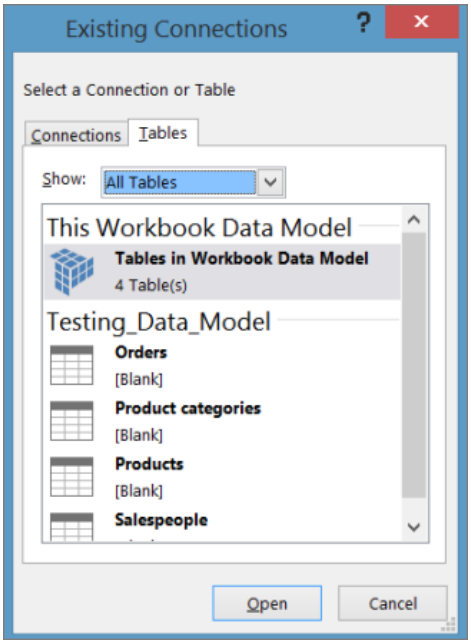


In the Create PivotTable dialog box, under Choose the data that you want to analyze, click Use an



external data source

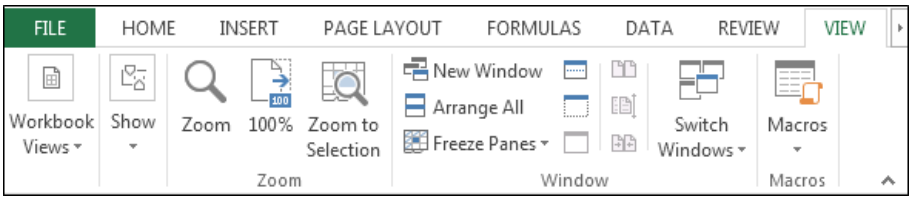
Click Choose Connection.
On the Tables tab, in This Workbook Data Model, select Tables in Workbook Data Model.



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

Q. What is the Ribbon in MS-Excel?

A. 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

Q. What is a pivot table, and when would you use one? What are the key pivot table 'sections' into which users can drag columns?

A. As one of the most-used Excel features in business settings, PivotTables are sure to come up during any in-depth Excel interview. Be sure you're prepared in advance with a firm grasp of what exactly PivotTables are, and why they're useful in practice.

Simply put, a PivotTable is a tool used to summarize large quantities of data quickly and easily. It can help you analyze a data set of tens, hundreds, or even thousands of rows with minimal effort using a number of pre-defined functions — like SUM, COUNT, and AVERAGE.

There are many use cases for PivotTables, but they're most handy when you need to analyze a large data set quickly. If you've got high-level, one-off questions on a massive data set — for example, "how many cookies did we sell in February of last year", or "which salesperson closed the most deals this March", chances are a PivotTable is the perfect way to answer them.

Each PivotTable is composed of a number of key sections, into which the columns of a target data set can be bucketed:

Report filter. This section allows us to filter our table by one or more criteria. For example, we can only show data in our Pivot Table for the month of January.

Column labels. This section allows us to summarize data across columns, placing data labels along the top of the screen.

Row labels. This section allows us to summarize data across rows, placing data labels along the side of the screen.

Values. This section allows us to specify what we're summarizing — for example, total sales or number of items ordered.

Q. How many data formats are available In Excel? Name Some of Them?

A. Eleven data formats are available in Microsoft Excel for data Storage.

Example:

General - The default number format that Excel applies when you type a number.

Number – Stores data as a number

Currency – Stores data in the form of currency

Accounting - Used for monetary value, but it aligns the currency symbols and decimal points of numbers in a column.

Date – Data is stored as dates

Percentage – Stores numbers as a percentage

Text Formats – Stores data as string of texts

Time - Displays date and time serial numbers as time values.

Fraction - Displays a number as a fraction.

Scientific -

Special - Displays a number as a postal code (ZIP Code), phone number, or Social Security number.

Custom - Allows you to modify a copy of an existing number format code. Use this format to create a custom number format that is added to the list of number format codes.

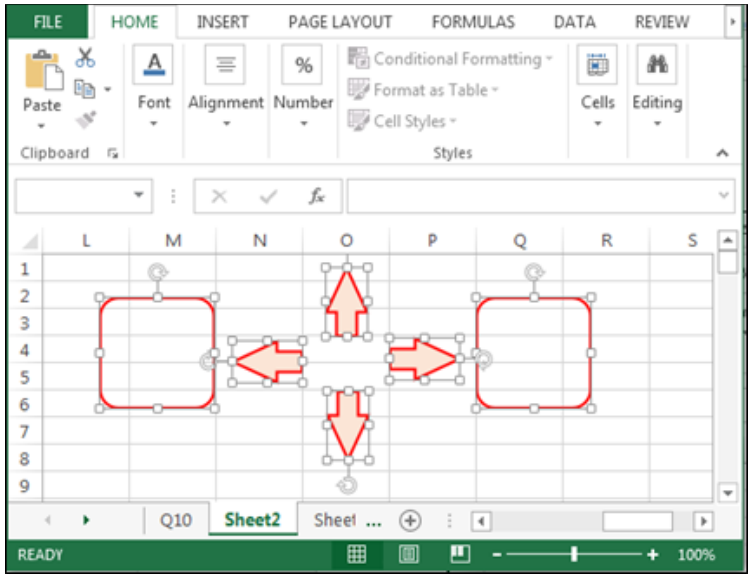
Q. Which option do we use to adjust the text within a cell and what is the procedure to do it?

A. 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.

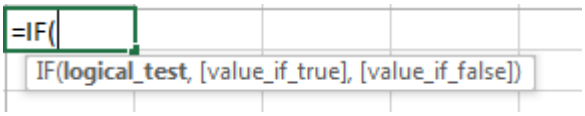
Q. How to select all the objects in the sheet?

A. To select the object, we use Go to Special option.
Follow the below steps 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



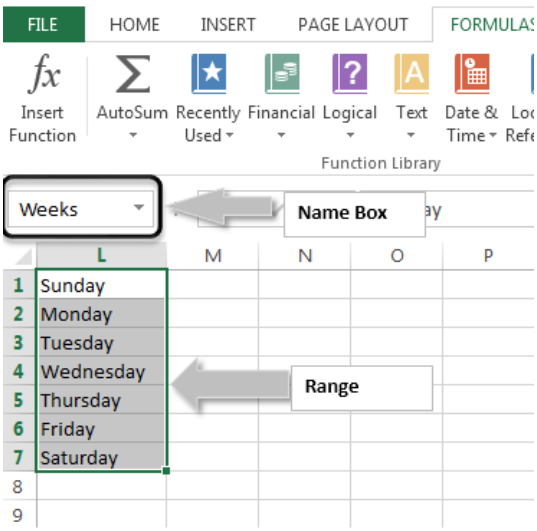
Q. What is IF function in Microsoft Excel?

A. '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 first argument is mandatory and other two are optional.



Q. What is the use of Name box?

A. Name Box islocated 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

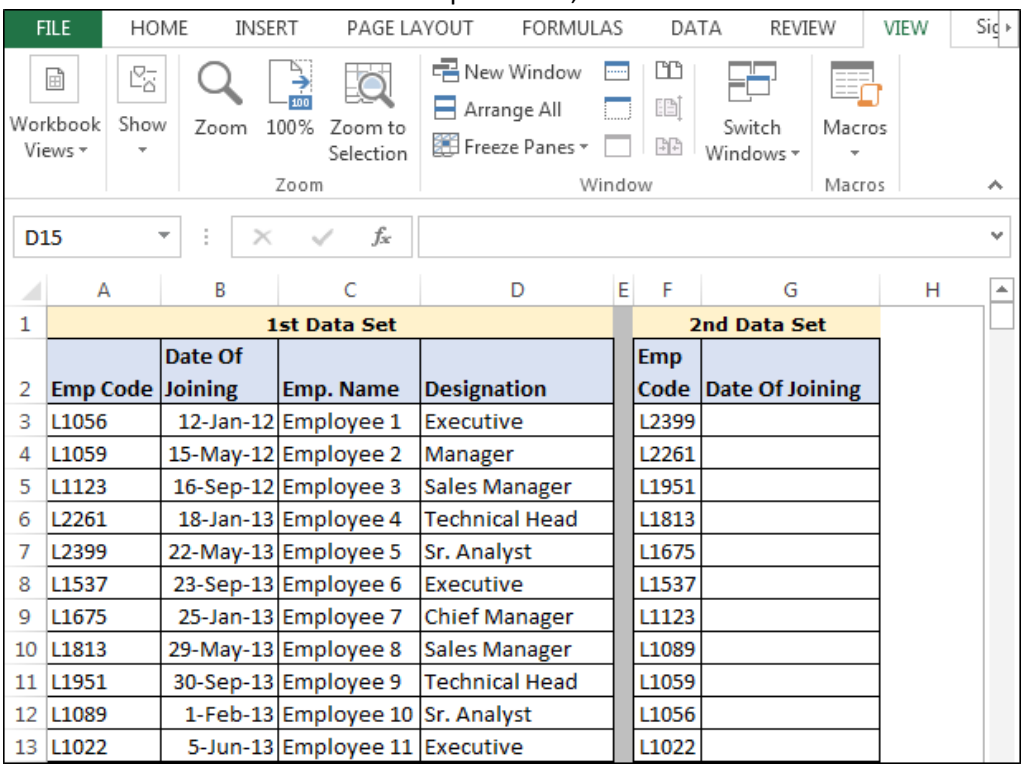


Q. What is the use of Vlookup and how do we use it?

A. Vlookup is used to find the data in the large spreadsheet by lookup value in another worksheet. To use the Vlookup function, we should have common values in both data. For example, we want to search 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 set 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.



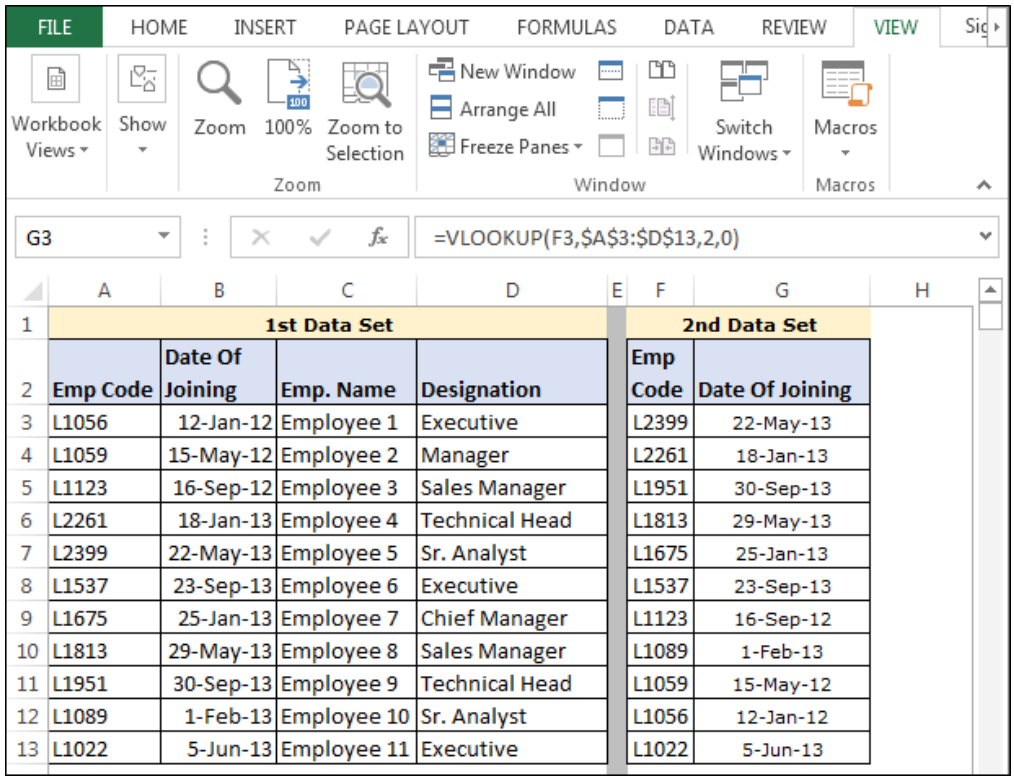
	A	B	C	D	E	F	G	H
1	1st Data Set					2nd Data Set		
2	Emp Code	Date Of Joining	Emp. Name	Designation		Emp Code	Date Of Joining	
3	L1056	12-Jan-12	Employee 1	Executive		L2399		
4	L1059	15-May-12	Employee 2	Manager		L2261		
5	L1123	16-Sep-12	Employee 3	Sales Manager		L1951		
6	L2261	18-Jan-13	Employee 4	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



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

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 to pick the value from the 2nd column

0: we have defined for the exact match

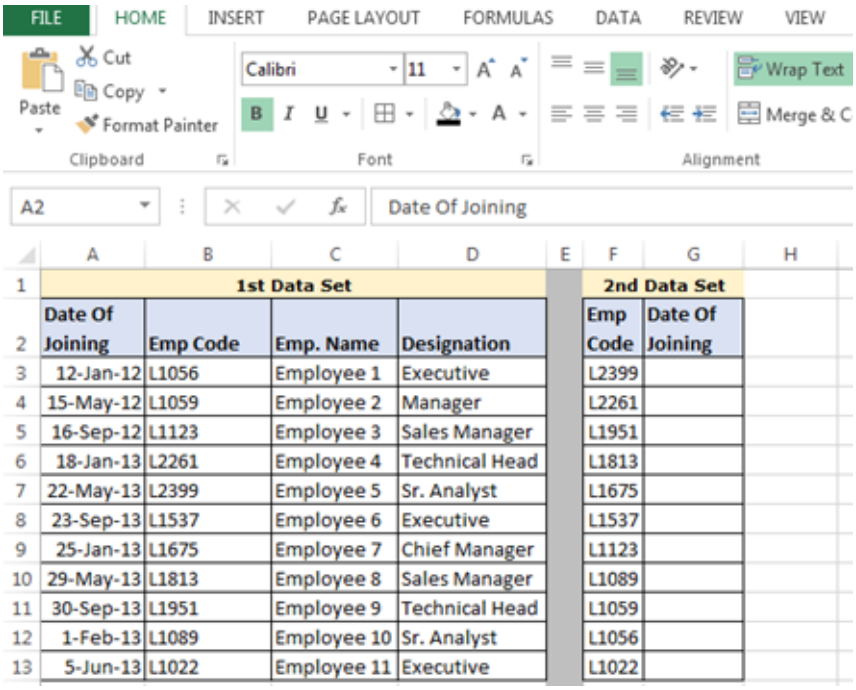
Q. What is the syntax for HLOOKUP ( ) function

HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])

Q. How can we view the values in the right most column in Excel?

A. We 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.



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

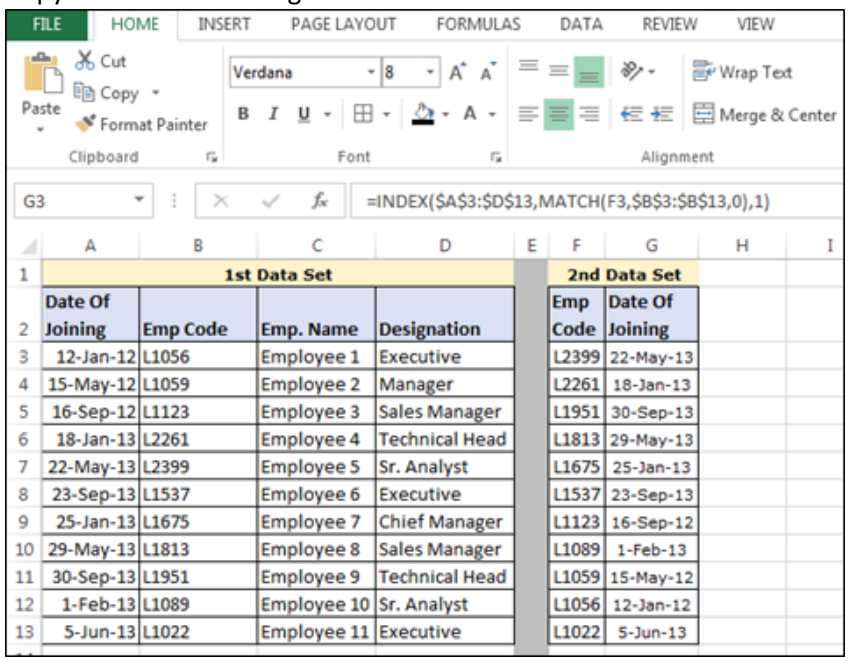
Follow below steps:-

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.



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

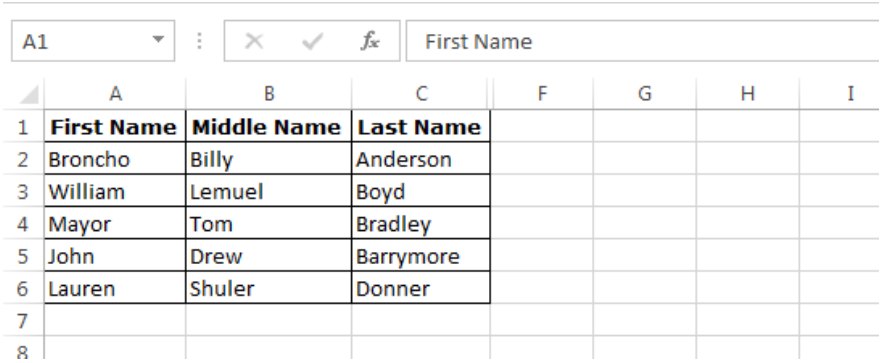
Formula Explanation: =INDEX($A$3:$D$13,MATCH(F3,$B$3:$B$13,0),1)

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' defines column to pick the value from as result. So 1 implies that we want to pick the value from the 1st column

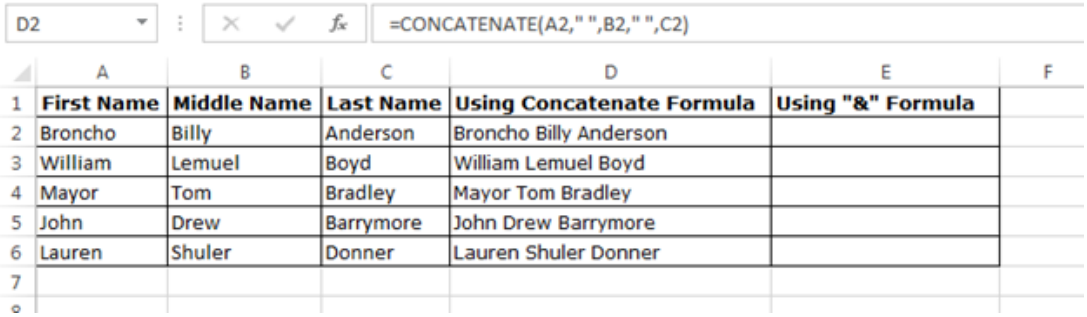
Q. How can we merge multiple cells text strings in a cell?

A. 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:



	A	B	C	F	G	H	I
1	**First Name**	**Middle Name**	**Last Name**				
2	Broncho	Billy	Anderson				
3	William	Lemuel	Boyd				
4	Mayor	Tom	Bradley				
5	John	Drew	Barrymore				
6	Lauren	Shuler	Donner				
7							
8							

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

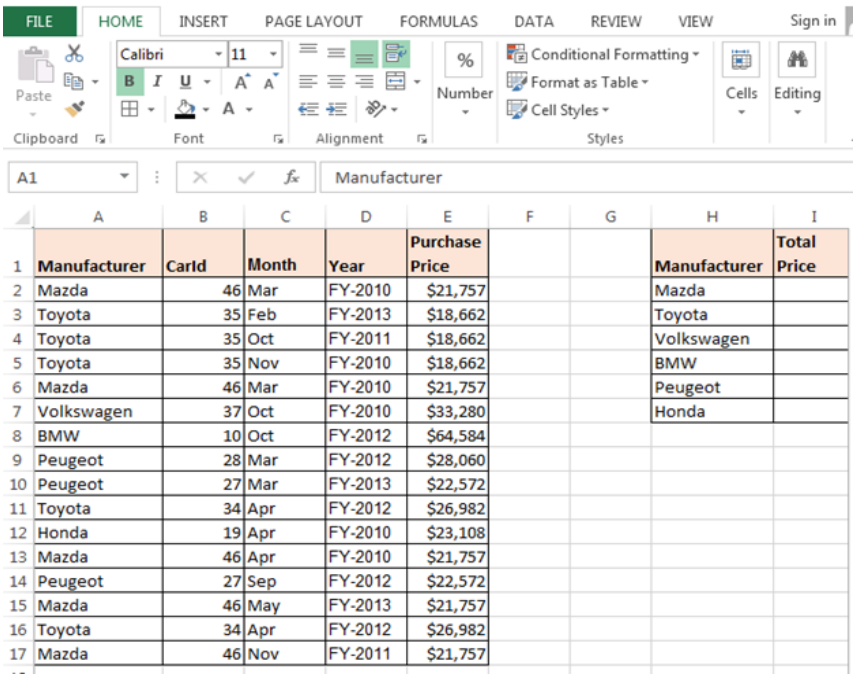


	A	B	C	D	E	F
1	**First Name**	**Middle Name**	**Last Name**	**Using Concatenate Formula**	**Using "&" Formula**	
2	Broncho	Billy	Anderson	Broncho Billy Anderson		
3	William	Lemuel	Boyd	William Lemuel Boyd		
4	Mayor	Tom	Bradley	Mayor Tom Bradley		
5	John	Drew	Barrymore	John Drew Barrymore		
6	Lauren	Shuler	Donner	Lauren Shuler Donner		
7						

"&" use in formula to merge the text:
Enter the formula in cell E2
=A2&" "&B2&" "&C2

Q. What is Countif function and how to use it?

A. 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.

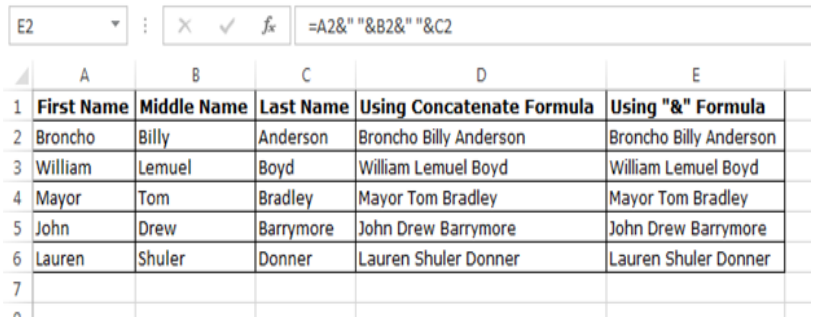


	Manufacturer	CarId	Month	Year	Purchase Price			Manufacturer	Total Price
2	Mazda	46	Mar	FY-2010	$21,757			Mazda	
3	Toyota	35	Feb	FY-2013	$18,662			Toyota	
4	Toyota	35	Oct	FY-2011	$18,662			Volkswagen	
5	Toyota	35	Nov	FY-2010	$18,662			BMW	
6	Mazda	46	Mar	FY-2010	$21,757			Peugeot	
7	Volkswagen	37	Oct	FY-2010	$33,280			Honda	
8	BMW	10	Oct	FY-2012	$64,584				
9	Peugeot	28	Mar	FY-2012	$28,060				
10	Peugeot	27	Mar	FY-2013	$22,572				
11	Toyota	34	Apr	FY-2012	$26,982				
12	Honda	19	Apr	FY-2010	$23,108				
13	Mazda	46	Apr	FY-2010	$21,757				
14	Peugeot	27	Sep	FY-2012	$22,572				
15	Mazda	46	May	FY-2013	$21,757				
16	Toyota	34	Apr	FY-2012	$26,982				
17	Mazda	46	Nov	FY-2011	$21,757				

Enter the formula in cell I2

=COUNTIF($A$2:$A$17,H2)

Copy the same formula for the all manufacturer



	First Name	Middle Name	Last Name	Using Concatenate Formula	Using "&" Formula
2	Broncho	Billy	Anderson	Broncho Billy Anderson	Broncho Billy Anderson
3	William	Lemuel	Boyd	William Lemuel Boyd	William Lemuel Boyd
4	Mayor	Tom	Bradley	Mayor Tom Bradley	Mayor Tom Bradley
5	John	Drew	Barrymore	John Drew Barrymore	John Drew Barrymore
6	Lauren	Shuler	Donner	Lauren Shuler Donner	Lauren Shuler Donner
7					

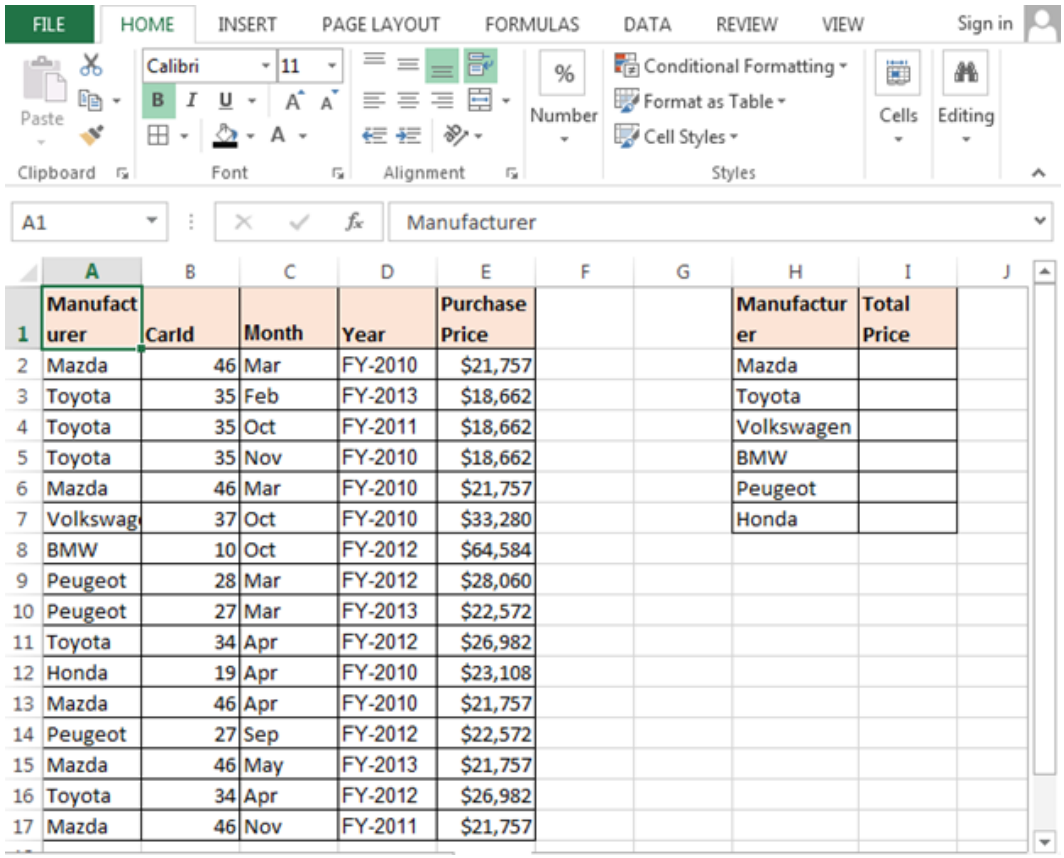
Q. What is Sumif function and how to use it?

A. 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 sum from the data	The range of column from which we want 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.



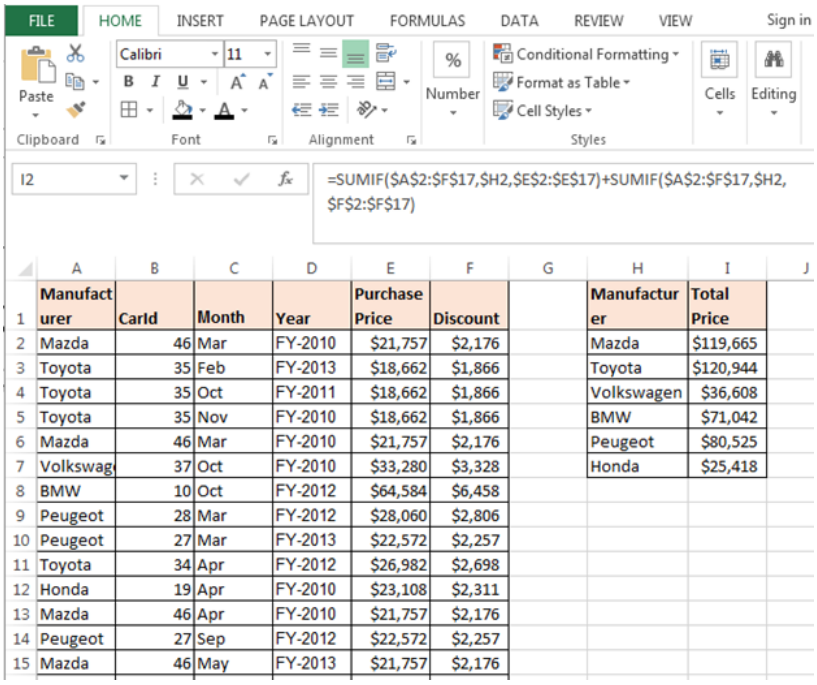
	A	B	C	D	E	F	G	H	I	J
1	Manufacturer	CarId	Month	Year	Purchase Price			Manufacturer	Total Price	
2	Mazda	46	Mar	FY-2010	$21,757			Mazda		
3	Toyota	35	Feb	FY-2013	$18,662			Toyota		
4	Toyota	35	Oct	FY-2011	$18,662			Volkswagen		
5	Toyota	35	Nov	FY-2010	$18,662			BMW		
6	Mazda	46	Mar	FY-2010	$21,757			Peugeot		
7	Volkswag	37	Oct	FY-2010	$33,280			Honda		
8	BMW	10	Oct	FY-2012	$64,584					
9	Peugeot	28	Mar	FY-2012	$28,060					
10	Peugeot	27	Mar	FY-2013	$22,572					
11	Toyota	34	Apr	FY-2012	$26,982					
12	Honda	19	Apr	FY-2010	$23,108					
13	Mazda	46	Apr	FY-2010	$21,757					
14	Peugeot	27	Sep	FY-2012	$22,572					
15	Mazda	46	May	FY-2013	$21,757					
16	Toyota	34	Apr	FY-2012	$26,982					
17	Mazda	46	Nov	FY-2011	$21,757					

Follow these steps:

Enter the formula in cell I2

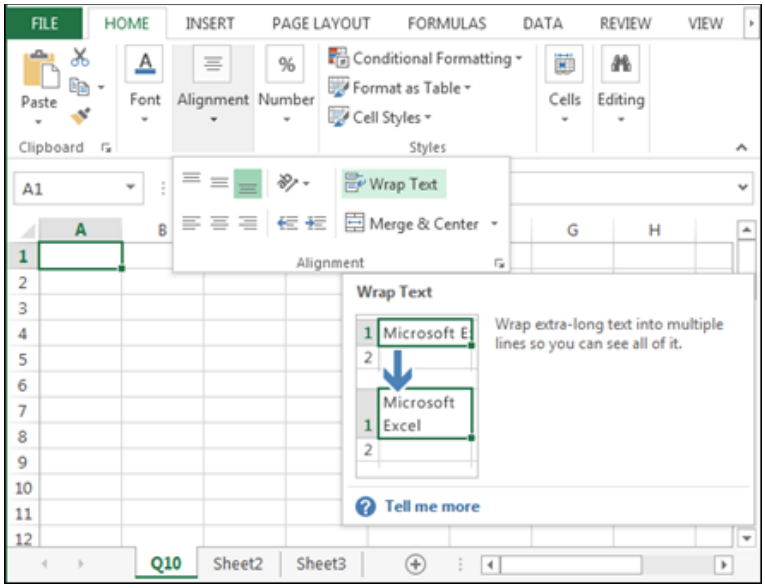
=SUMIF($A$2:$E$17,$H2,$E$2:$E$17) and press Enter

Copy the same formula in the range

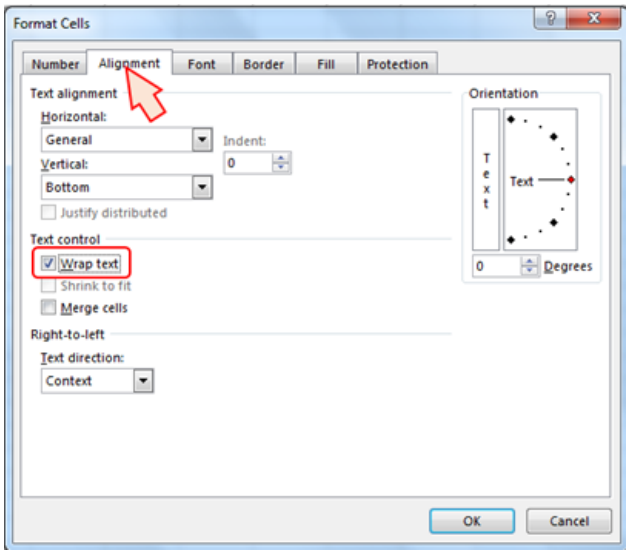


	A	B	C	D	E	F	G	H	I	J
1	Manufacturer	CarId	Month	Year	Purchase Price	Discount		Manufacturer	Total Price	
2	Mazda	46	Mar	FY-2010	$21,757	$2,176		Mazda	$119,665	
3	Toyota	35	Feb	FY-2013	$18,662	$1,866		Toyota	$120,944	
4	Toyota	35	Oct	FY-2011	$18,662	$1,866		Volkswagen	$36,608	
5	Toyota	35	Nov	FY-2010	$18,662	$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:E17it is the range of data
$H2 is the criterion for which formula will calculate the sum
,$E$2:E17is the sum range in the data



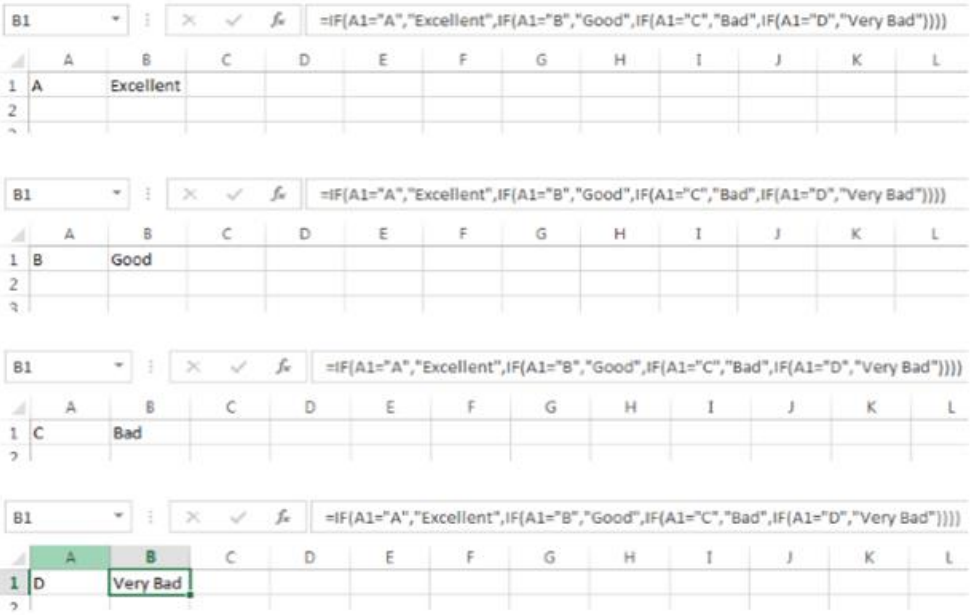
Option 2:
Press Ctrl+1 on your keyboard
Format cells dialog box will appear
In the Alignment Tab
Click on Wrap text
And then click on OK



Q. What is Nested IF function?

A. 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.



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

A. 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 of the 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

Listing unique values in any column of a table

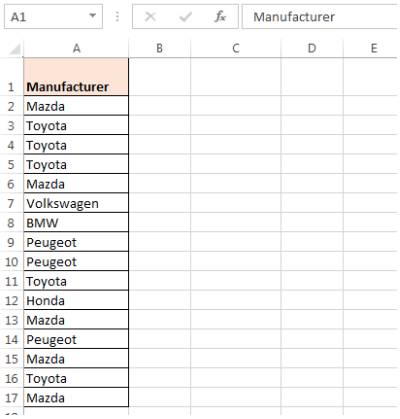
Making a dynamic pivot chart

Linking data sources outside excel and be able to make pivot reports out of such data

Q. How to use advanced filter?

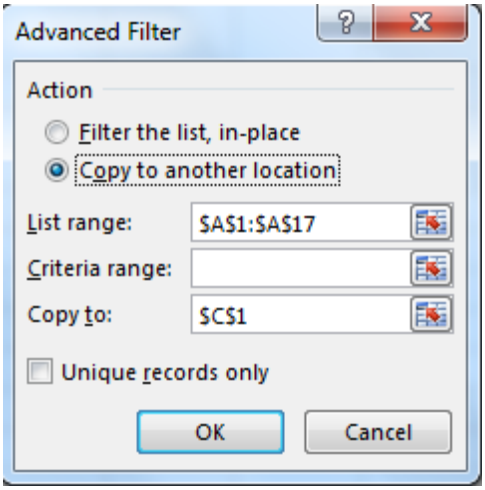
A. We use Advanced filter to extract the unique list of items or we can extract the specific item from different worksheets. We can say that Advanced filter is an advanced version of Auto filter.

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

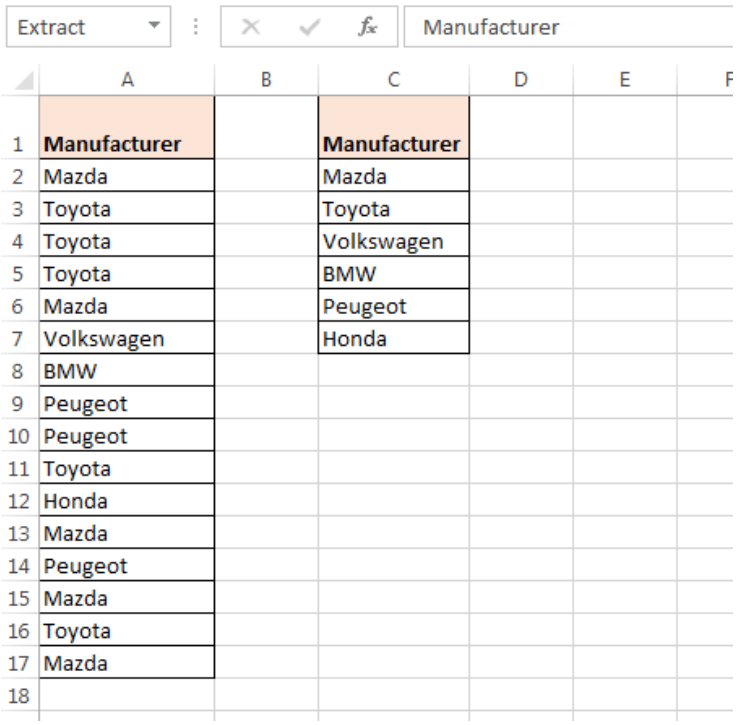


	A
1	Manufacturer
2	Mazda
3	Toyota
4	Toyota
5	Toyota
6	Mazda
7	Volkswagen
8	BMW
9	Peugeot
10	Peugeot
11	Toyota
12	Honda
13	Mazda
14	Peugeot
15	Mazda
16	Toyota
17	Mazda

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



Click on OK



Q. How can we determine the day of the week for a particular date?

A. By using Weekday function.

Q. If you add either new rows or new columns to the pivot table source data, the pivot table is not updated even when you click on 'RefreshData'. Why and what is the solution?

A. This happens because the newly added data is outside the range of Pivot table's underlying data. To cure this either provide dynamic range to the Pivot Table or manually update the pivot table's source data.

Q. How we can change the cell formatting?

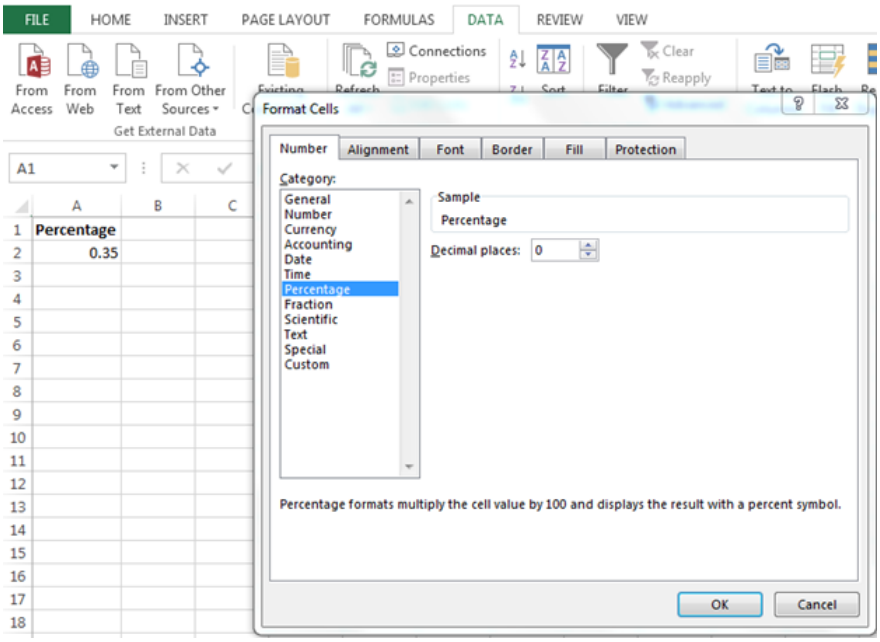
A. To change the cell formatting “Format cell” option is used.

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 Format cells dialog box

In the number category, click on Percentage option

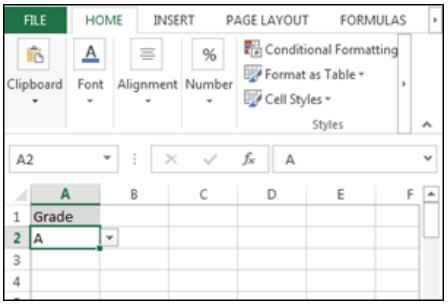
Click on OK



Q. What is conditional formatting and how to use it?

A. Conditional formatting is a tool that allows us to highlight the cells or range on the basis of few conditions and that formatting is always based on the values or text which can be automatically changed.

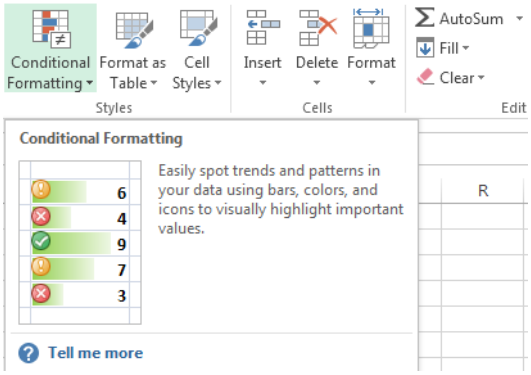
Example: In cell A1, there is a dropdown list of A, B, C & D. If A is selected, then cell should be highlighted in green color, If B1 is selected then cell color should be blue, in case of C it should be yellow and if D is selected, then it should be highlighted in red color.



Follow these steps:

Select the Cell A2

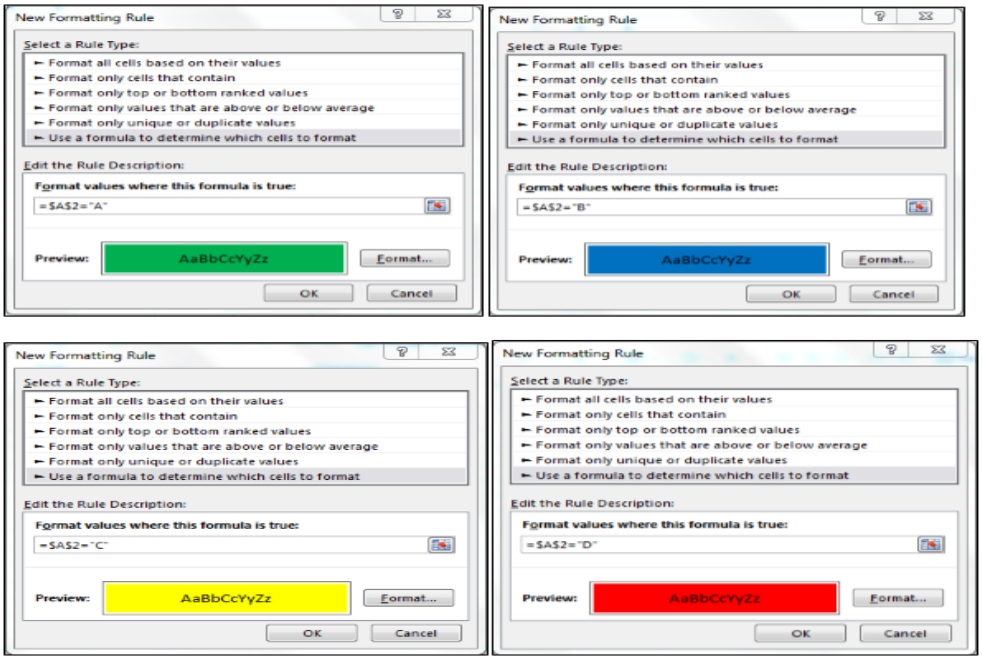
Go to Home Tab > Conditional Formatting > New Rule > Use a formula to determine which cells to format



Enter the formula in tab

Click on Format > Format cells dialog box will appear > Fill tab > Choose color > Click on OK

Follow the same procedure for the rest of the grades



Q. **How to make drop down list?**

A. We make the drop down list by using the data validation in Microsoft Excel.

Example: We want to create weekday's list in a cell.

Follow these steps:

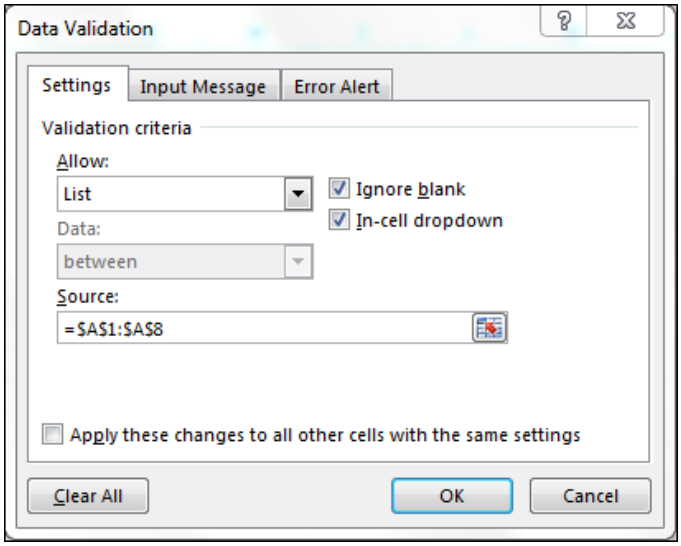
Make the weekday's list in column A.

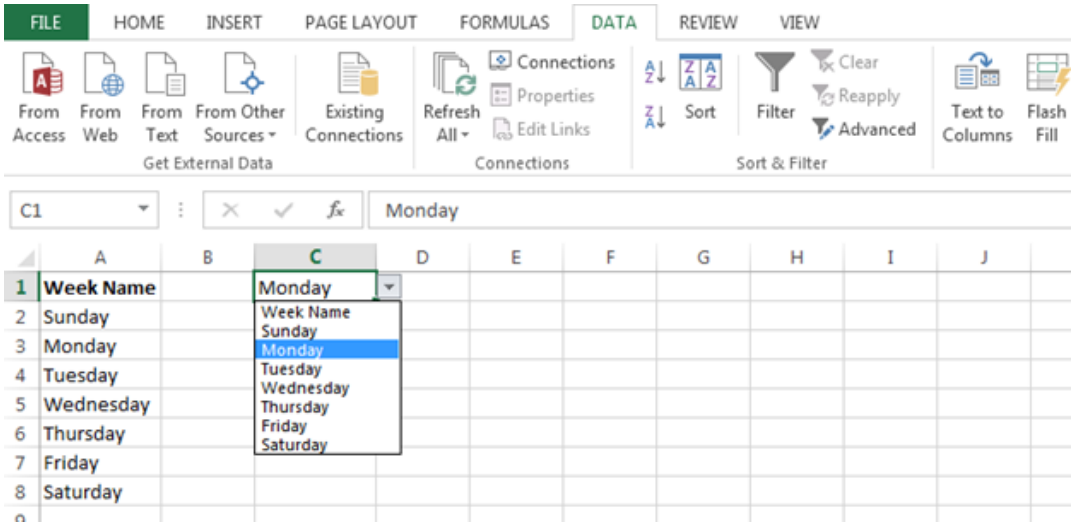
Select the cell in which we want to create the drop down list.

Go to Data tab > Data validation > Data Validation dialog box will open

In Settings tab > List (Allow) > Source (Select the range A1:A8) > Click on ok

In Cell C1, drop down list will be created





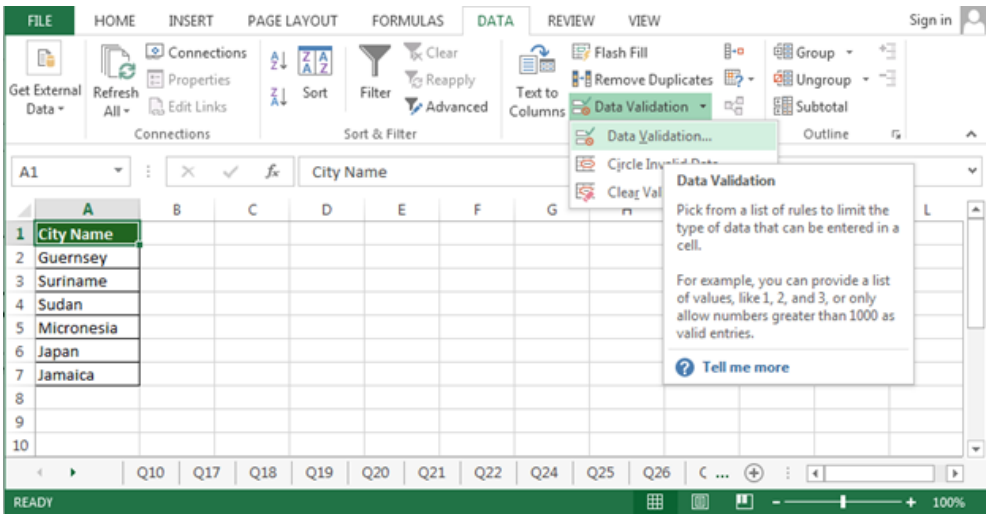
Q. How to make dynamic dropdown list?

A. To add item in the list, always create the dynamic list. This list picks the added value automatically and no editing is required within the list. To create dynamic dropdown list, we use offset function along with Countif function.

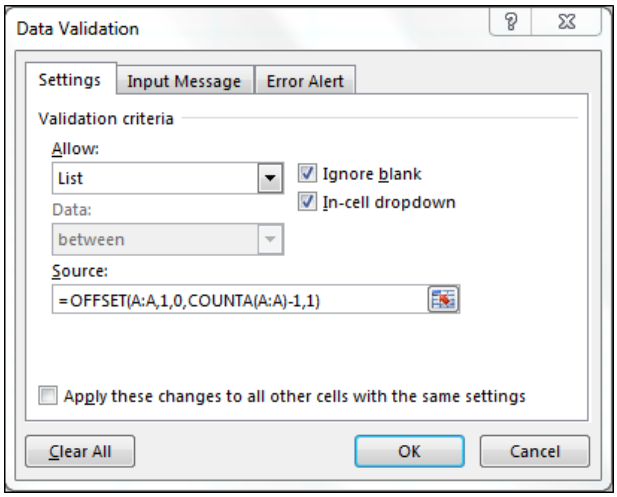
Steps to create the dynamic list:

Select the cell C1

Go to the Data tab>Data Validation > Data Validation dialog box will appear

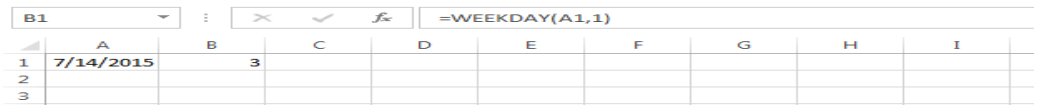


In the Settings tab >List (Allow)
Enter the formula in formula box
=OFFSET(A:A,1,0,COUNTA(A:A)-1,1)
Click on OK



Q. How can we determine the day of the week for a particular date?

A. By using the Weekday function, we can return to the day of the week of a particular date.
Example: In cell A1, its today's date and we want to return the weekday and count from Sunday. Follow these steps:
Enter the formula in Cell B1
=WEEKDAY(A1,1) press Enter
Formula will return 3, it means today is 3rd day of the week



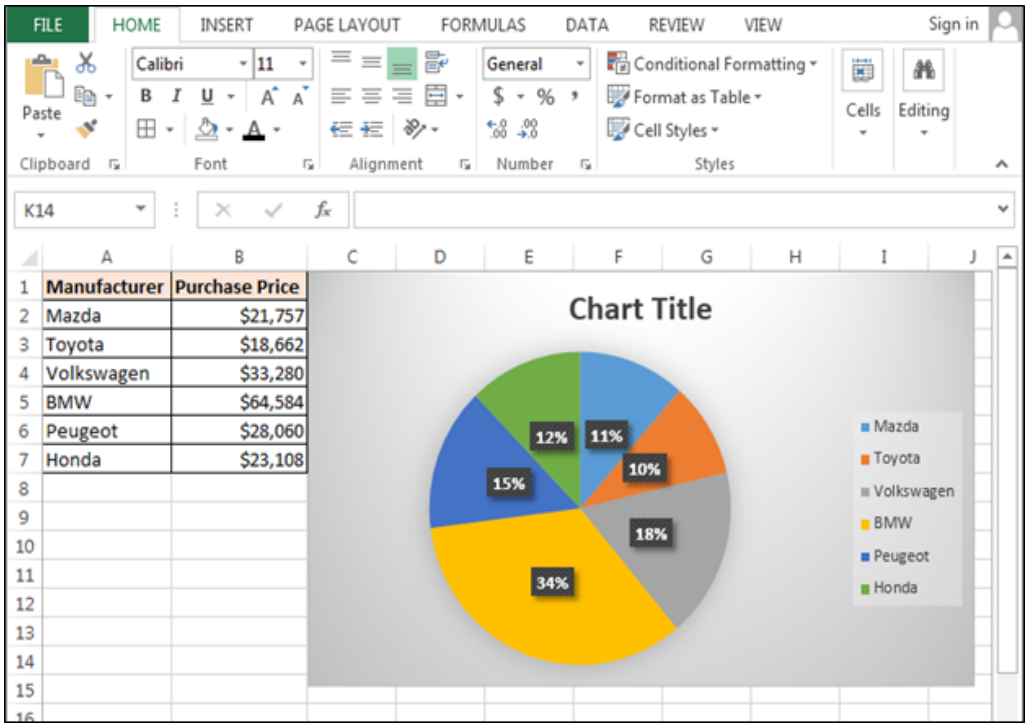
Q. What Is the "And" Function Does In Excel?

A. Like IF function, AND function also does the logical function. To check whether the output will be true or false then AND function will evaluate at least one mathematical expression located in another cell in the spreadsheet. If you want to see the output of more than one cell in a single cell, it is possible by using AND function.

Example: If you have two cells, A1 and A2, and the value you put in those two cells are >5 and you want result should display as 'TRUE' in cell B1 if value>5, and 'False' if any of those values<5. You can use AND function to do that.

Q. What is chart and how can we use it?

A. Chart is the way to represent the data in graphical visualization. We can present the data in a more informative, easy to understand manner by using the chart. In Excel, we have 10 types of charts.
Example: For representation of sales performance chart, bar chart is suitable.
Say, we have manufacturers' data with purchase price. We want to see the contribution of every manufacturer; therefore, we will use pie chart.
Select the data range
Go to Insert tab > Charts > Select Pie Chart



In the above image, we can see very clearly that which manufacturer has contributed more than others and which manufacturer has contributed the least.

Q. What Is Ribbon?

A. Ribbon refers to the topmost area of the application that contains menu items and toolbars available in MS-Excel. Ribbon can be shown/hidden using CTRL+F1. The ribbon runs on the top of the application and is the replacement for the toolbars and menus. The ribbons have various tabs on the top, and each tab has its own group of commands.

Q. Explain spreadsheet and its basics?

A. Spreadsheet can be compared to a paper ledger sheet. It consists of rows and columns and their intersection is called a cell.

Q. How many data formats are available in excel? Name some of them?

A. Eleven data formats are available in Microsoft Excel for data Storage. Example:

Number – Stores data as a number
Currency – Stores data in the form of currency
Date – Data is stored as dates
Percentage – Stores numbers as a percentage
Text Formats – Stores data as string of texts

Q. Specify the order of operations used for evaluating formulas in excel?

A. The order of operations in Microsoft Excel is same as in standard mathematics. It's defined by the term "PEMDAS" or "BEDMAS".

Parentheses or Brackets
Exponent
Multiplication
Division
Addition
Subtraction

Q. How can you wrap the text within a cell?

A. You must select the text you want to wrap, and then click wrap text from the home tab and you can wrap the text within a cell.

Q. Explain macro in ms-excel?

A. Macros are used for iterating over a group of tasks. Users can create macros for their customized repetitive functions and instructions. Macros can be either written or recorded depending on the user.

Q. Which are the two macro languages in ms-excel?

A. XLM and VBA (Visual Basic Applications). Earlier versions of Excel used XLM. VBA was introduced in Excel 5 and mostly used now.

Q. Is it possible to prevent someone from copying the cell from your worksheet?

A. Yes, it is possible. To protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect Sheet > Password. By entering a password, you can secure your sheet from getting copied by others.

Q. What are charts in ms-excel?

A. To enable graphical representation of the data in Excel, charts are provided. A user can use any chart type, including column, bar, line, pie, scatter, etc. by selecting an option from Insert tab's Chart group.

Q. How can you sum up the rows and column number quickly in the excel sheet?

A. By using SUM function, you can get the total sum of the rows and columns, in an Excel worksheet.

Q. Explain few useful functions in Excel?

A. Following are the functions available in Excel for manipulating the data:

Math and Financial Functions – SQRT, DEGREE, RAND(), GCD
Logical Functions – IF, AND, FALSE, TRUE
Date and Time functions – NOW(), DATEVALUE(), WEEKDAY(NOW())
Index Match – VLOOKUP and INDEX MATCH
Pivot tables

Q. What does a red triangle at the top right of a cell indicate?

A. The red triangle indicates that some comment is associated with the cell. Hover the mouse over it, and you can read the full comment.

Q. What is the use of namebox in ms-excel?

A. Name Box is used to return to a particular area of the worksheet by typing the range name or cell address in the name box.

Q. Which formula in Excel returns the position of value in a specific Range.

A. Match Formula

Q. How can you resize the column?

A. To resize the column, you should change the width of one column and then drag the boundary on the right side of the column heading till the width you want. The other way of doing it is to select the Format from the home tab, and in Format you have to select AUTOFIT COLUMN WIDTH under cell section. On clicking on this, the cell size will get formatted.

Q. Explain Pivot Tables and Its Uses?

A. A pivot table is a tool that allows for quick summarization of large data. It automatically performs a sort, count, total or average of the data stored in the spreadsheet and displays result in another spreadsheet. It saves a lot of time. Allows to link external data sources to our Excel.

Q. What are three report formats that are available in Excel?

A. Following are the types of report formatCompact, Report, Tabular

Q. How would you provide adynamic Range in "data Source" of Pivot Tables?

A. To provide a dynamic range in "Data Source" of Pivot tables, first, create a named range using offset function and base the pivot table using a named range created in the first step.

Q. Is it possible to make pivot table using multiple sources of data?

A. If the multiple sources are different worksheets, from the same workbook, then it is possible to make Pivot table using multiple sources of data.

Q. Which event do you use to check whether the pivot table is modified or not?

A. To check whether the pivot table is modified or not we use "PivotTableUpdate" in worksheet containing the pivot table.

Q. How can you disable automatic sorting in pivot tables?

A. To disable automatic sorting in pivot tables:

Go To > More Sort Options > Right Click 'Pivot tables' > Select 'sort menu' > select 'More Options' > deselect 'Sort automatically'.

Q. What Is Freeze Panes in Ms-excel?

A. To lock any row or column, freeze panes is used. The locked row or column will be visible on the screen even after we scroll the sheet vertically or horizontally.

Q. What could you do to stop the pivot table from losing the column width upon refreshing?

A. Format loss in a pivot table can be stopped simply by changing the pivot table options. Under the "Pivot Table Options" turn on the "Enable Preserve Formatting" and disable "Auto Format" option.

Q. Explain workbook protection types in excel?

A. Excel provides three ways to protect a workbook:

Password protection for opening a workbook
Protection for adding, deleting, hiding and unhiding sheets
Protection from changing size or position of windows.

Q. Difference between Count, Counta, Countif and Countblank in Ms-excel.?

A. COUNT is used to count cells containing numbers, dates, etc. any value stored as number excluding blanks.
COUNTA or Count All is used to count any cell value containing numbers, text, logical values, etc. any type of value excluding blanks.
COUNTBLANK count blank cells or cells with an empty string.
COUNTIF and COUNTIFS count cells matching acriteria.

Q. What is IF function in excel?

A. To perform the logic test IF function is performed. It checks whether certain conditions is true or false. If the condition is true, then it will give result accordingly if the condition is false then the result or out-put will be different.

Example: For example, you select the cell, and you want to display that cell as “Greater than five,” when value is true (=5 or 5) and “less than five” when value is false (<5). For that by using IF condition you can display result.

=IF (Logical test, value if true, value if false)
=IF (A1>5, “Greater than five, “Less than five”)

Q. Can we create shortcuts to excel functions?

A. Yes. ‘Quick Access Toolbar’ above the home button can be customized to display most frequently used shortcuts.

Q. What Is The Use Of Lookup Function In Excel?

A. In Microsoft Excel, the LOOKUP function returns a value from a range or an array.

Q. How can you apply the same formatting to every sheet in a workbook in ms-excel?

A. Right Click ‘Worksheet tab’ > Choose ‘Select All Sheets’. Now any formatting done will be applied to the whole workbook. To apply to a particular group of sheets, select only those sheets that need formatting.

Q. To move to the previous worksheet and next sheet, what keys will you press?

A. To move to the previous worksheet, you will use the keys Ctrl + PgUp, and to move to the next sheet you will use keys Ctrl + Pg Down.

Q. Which function is used to determine the day of the week for a date

A. WEEKDAY () returns the day of the week for a particular date counting from Sunday.Example:Letdateat A1 be12/30/2016

WEEKDAY(A1,1)=>6

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

A. Dashboard is a technique used to present important information through graphicalrepresentation. It is helpful in presenting huge data in a single computer screen so it can bemonitored witha glance.

Thereare few things whichshouldbetakencareof, while preparingthe dashboards:

1. Minimumdistraction
2. Simple,easytocommunicate
3. Importantdata
4. FewColors
5. Relevantgraphs
6. Dashboardshouldbeonsinglecomputerscreen

Q. What filter will you use, if you want more than two conditions or if you want to analyze the list using database function?

A. You will use Advanced Criteria Filter, to analyze the list or if more than two conditions should be tested.

Q. What is the quick way to return to a particular area of a worksheet?

A. The quick way to return to a specific area of the worksheet is by using name box. You can type the cell address or range name in name box to return to a specific area of a worksheet.

Q. Which function is used to determine the day of the week for a date?

A. WEEKDAY () returns the day of the week for a particular date counting from Sunday.

Example: Let date at A1 be 12/30/2016
WEEKDAY(A1,1) =>6

Q. What is the "what If" Condition in Excel Formulas?

A. The "What If" condition is used to change the data in Microsoft Excel formulas to give different answers.

Example: You are buying a new car and want to calculate the exact amount of tax that will be levied on it then you can use the "What If" function. For instance, there are three cells A4,B4, and C4. First cell says about the amount, the second cell will tell about the percentage (7.5%) of tax and the final cell will calculate the exact amount of tax.

Q. How can you disable the automating sorting in pivot tables?

A. To disable the automating sorting in pivot tables,

Go to > "More Sort Options"> Right Click "Pivot table" > Select "Sort" menu > Select "More Options" > Deselect the "Sort automatically when the report is created."

Q. What doesthe AND function do in excel?

A. Like IF function, AND function also does the logical function. To check whether the output will be true or false the AND function will evaluate at least one mathematical expression located in another cell in the spreadsheet. If you want to see the output of more than one cells in a single cell, it is possible by using AND function.

Example: If you have two cells, A1 and A2, and the value you put in those two cells are >5 and you want result should display as 'TRUE' in cell B1 if value>5, and 'False' if any of those values<5. You can use AND function to do that.

Q. What types of workbook protection are available?

Ans: Excel provides three ways to protect a workbook:

- Require a password to open the workbook.
- Prevent users from adding sheets, deleting sheets, hiding sheets, and un hiding sheets.
- Prevent users from changing the size or position of windows.

To protect a workbook you can activate the workbook to be protected, then choose Tools - Protection - Protect Sheet. You will be asked to provide a password (optional).If you do provide a password, that password will be required to unprotect the workbook.

Q. How cell reference is useful in the calculation?

A. In order to avoid writing the data again and again for calculating purpose, cell reference is used. When you write any formula, for specific function, you need to direct Excel the specific location of that data. This location is referred as, cell reference. So, every time a new value added to the cell, the cell will calculate according to the reference cell formula.

Q. What are dashboards and why do organizations use it?

A. Dashboards often provide at-a-glance views of KPIs (key performance indicators) relevant to a particular objective or business process (e.g. sales, marketing, human resources, or production).The term dashboard originates from the automobile dashboard where drivers monitor the major functions at a glance via the instrument cluster.

Dashboards give signs about a business letting the user know something is wrong or something is right.Dashboard typically are limited to show summaries, key trends,comparisons, and exceptions. There are four Key elements to a good dashboard which help organization to work effectively:

*Simple, communicates easily
*Minimum distractions.
*Supports organized business with meaning and useful data
*Applies human visual perception to visual presentation of information

Smart organizations are doing everything they can to find every opportunity to drive their business and helpthem stay ahead of their competition. To uncover these opportunities,decision-makers need easy access to a very wide range of information and they need advanced visualizations to help them analyze and understand the data.One way decision-maker get easy access to data is through dashboards. Modern dashboard technology enables dozens of reports to be combined into a single, easily-consumable, visual representation.

This ability to consolidate many reports has been the biggest breakthrough in the last five years and has redefined what we think of as a “dashboard".Dashboards are highly interactive, self-contained environments that hold the answers to many standard questions of business operations.

Q. What is your process for creating a Dashboard?

A. Excel Dashboard reports are the new buzz word employers are looking for, and for good reason. Dozens of dashboard building solutions have sprung up to meet the demand.

Smart and effective answers will impress yourinterviewer more.So you may say that you:

1.Will first tellthe special reasons why your dashboard will be useful to your organization.This section offers exercises to define and refine the purpose for your dashboard.
2.Decide that what type of dashboard you are creating?
3.Information discrimination (select important data from raw data)
4.Choose that perfect Metric
5.Framing the dashboard

*Form
*Structure
*Design principles
*Functionality

6.Information design
*Interface design
1. Organize the dashboard page like a web design expert
2. Choose the appropriate use of color to enhance your dashboard
3. Make the right typography decisions to ensure attractive, readable
*Information display
1. Pick the chart type that best fits your data
2. Style charts to be attractive and effective
3. Learn about advanced visualization and features for your dashboard
And before you fire up Excel grab a scrap of paper and mock up your dashboard layout also.
Do You Use VBA To Automate Your Work in Excel. If Yes, How Often Do You Use It?
You may say that yes, you use Visual Basic for applications(VBA) to automate your tasks in Excel by writing so called macros.And then share the process of using VBA with your interviewer smartly that you use VBA by step by step i.e

•STEP-1 Enabling VBA(To enable VBA you have to use the File, Options and select Customize the Ribbon. You then have tick the Developer box to allow the Developer icon to appear).
•STEP-2 Insert a module(To insert a module you use the command Insert,Macro,Module).
•STEP-3 Entering text.
•STEP-4 Each module you create is given a default name(Module1, Module2 and so on - but you can rename it quite easily by typing a new name into the Properties box at the bottom left)
•STEP-5 The beginning and the end(All programs in VBA have to start and end in a particular way. The first line has to read Sub name() where name is the name you want to give your program.Sub is short for Subroutine but more of this later).
•STEP-6 Getting the message.
•STEP-7 Running the program(To run the program you can simply click on the green “play” arrow in the Visual Basic toolbar).
•STEP-8 Input(to find out how to get information back from the user - i.e. let them input something.This makes use of another VBA command, InputBox, but pay attention because it is a little moretricky than MsgBox).

Q. Is it possible to display the text in the data area of pivot table?

A. No. It’s not possible to display the text in data area of pivot table.You could display the text fields in the Row and Column areas, and show a count of the records in the data area or we can combine Custom Number Formats with the Pivot Table to produce Text based answers.

Q. How do you make two data fields appear side-by-side, instead of in separate rows?

A. After adding the two fields to the pivot table's data area, drag the Data field button to the right, onto the cell that contains the word 'Total'. There's a picture here that shows the 'Total' cell.

- Change pivot table data to horizontal layout.And to keep related data from spreading horizontally off of the screen and to help minimize scrolling,click Show in Compact Form.
- In compact form, fields are contained in one column and indented to show the nested column relationship.
- To outline the data in the classic PivotTable style, click Show in Outline Form.
- To see all data in a traditional table format and to easily copy cells to another worksheet, click Show in Tabular Form.

Q. How to debug a vba code?

A. To start to debug a Visual Studio project, attach to a process, break into code, step through code, run to the cursor,run to a function on the call stack, set the next statement,step through Just My Code, stop debugging, restart debugging, or detach from a debugged process.

- Specify the configurations for the debug and release versions of a program.
- Set start options (command-line arguments, working directory, remote machine).
- Debug at design time.
- Enable just-in-time debugging, which launches the Visual Studio debugger when a program running outside Visual Studio encounters a fatal error.
- Set breakpoints for source lines, assembly instructions, and call stack function. Specify conditions, hit counts, and execution location.

Q. What is the ribbon and when would you use it?

A. The Ribbon is the strip of buttons and icons located above the work area beginning with Excel 2007.The Ribbon replaces the menus and toolbars found in earlier versions of Excel.Above the Ribbon are a number of tabs, such as Home, Insert, and Page Layout. Clicking on a tab displays the options located in this section of the ribbon.

Q. How can you hide or show the ribbon?

A. To Hide and show the ribbon you can press the CTRL+F1 key or double click on one of the ribbon tabs-such as Home, Insert, or Page Layout.

Q. Why does excel have two macro languages?

A. Early version of Excel used a macro language called XLM.The VBA language was introduced in Excel 5 and its vastly superior in every way.XLM has been phased out, so you should use VBA for new macro development.

Q. What types of workbook protection are available?

A. Excel provides three ways to protect a workbook:

- Require a password to open the workbook.
- Prevent users from adding sheets, deleting sheets, hiding sheets, and unhidingsheets.
- Prevent users from changing the size or position of windows.

To protect a workbook you can activate the workbook to be protected, then choose Tools - Protection - Protect Sheet. You will be asked to provide a password (optional). If you do provide a password, that password will be required to unprotect the workbook.

Q. What are worksheets?

A. A worksheet is a collection of cells where you keep and manipulate the data. A worksheet begins with row number one and column A.Each cell can contain a number, text or formula. A cell can also reference another cell in the same worksheet, the same workbook or a different workbook. By default, each Excel workbook contains three Worksheets.When you open Excel, Excel automatically selects Sheet1 for you.The name of the worksheet appears on its sheet tab at the bottom of the document window.To select one of the other two worksheets,simply click on the sheet tab of Sheet2 or Sheet3.

Q. Why do you need to learn Excel?

Ans: The use of Excel is widespread in the industry. It is one of the most powerful and popular data analysis tools, to organize, summarize, analyze, model, and visualize data. Almost all big and small businesses use Excel in their day to day functioning. Most of the times, data analysts share the final outputs in the Excel irrespective of tool used for the data analysis.

Q. What Is Macro In Excel?

A. A macro can be defined as the recording of a series of tasks. It's the simplest form of automation – show a software program the steps you follow to get something done, and the software will follow along. When used right, macros can save you hours by automating simple, repetitive tasks. Macros in Excel are written in Excel VBA (Visual Basic for Applications). This is a version of Visual Basic (a prominent Microsoft programming language) developed specifically for use in Office-like applications.

Q. How can you resize the column and rows?

A. The width of columns and height of rows can be adjusted to better fit your data in a few different ways.

1. Use the format button- The Format button in the cells group under the Home tab can also be used to adjust widths and heights. Simply select the cells that need to be adjusted,then click on the Format button and choose either Row Height or Column Width. Type in your desired number, and the cells will adjust.
2. Drag the border- Hover your arrow over the border between the column or row labels. Then click and drag the border to widen or narrow the size of each cell.The columns to there right or rows below will adjust to make room for your changes.
3. You can make several columns or rows the same width or height. Select your desired columns or rows by clicking on the labels while holding down either the shift key or control key. Then use any of the methods described above, and allof the columns will be made the same width or rows the same height.

Q. What is the quick way to return to a specific area of spreadsheet?

A. By typing in Name box you can return to a specific area of spreadsheet in quick way.

Q. How to protect the macros you create so people cannot see or alter them?

A. To protect the Macros: In the Visual Basic Editor, go to Tools > VBAProject properties, lock the project for viewing, and enter a password.

Q. What is the difference between absolute and relative cell references? In which situations would you use each?

As many Excel users know, one of the most magical features of Excel is the cell reference. Cell references allow users to include the values of external cells in formulas dynamically — rather than hard-coding particular values manually.

However, cell references can be confusing when copied and pasted to different locations. By default, Excel uses relative cell references, which change dynamically as they are copied and pasted around a sheet. For example, if a reference to cell A1 is copied and pasted one row down and one column to the right, the new reference will point to cell B2. This allows users to perform similar calculations on different ranges of cells quickly and easily.

In contrast, absolute cell references do not change when they are copied and pasted to other locations within a sheet. Absolute cell references can be used on either rows, columns, or both at the same time, and are indicated using the $sign. For example, if a reference to cell $A$1 is copied and pasted one row down and one column to the right, the new reference will point to cell A1 — it won't change at all, because both the row and column are locked. If a reference to cell $A1 is copied and pasted one row down and one column to the right, the new reference will point to cell A2 — only the row number will change, because the column letter is locked.

Here's a handy table that will show you what the $ sign means depending on where you see it in a cell reference:

Format	Meaning	Explanation
$A$1	Row and column locked	Cell reference will not change at all as cell is copied and pasted.
$A1	Column locked	Only row reference will change as cell is copied and pasted.
A$1	Row locked	Only column reference will change as cell is copied and pasted.
A1	Nothing locked	Both row and column will change as cell is copied and pasted.

Q. What is a pivottable, and when would you use one? What are the key pivottable 'sections' into which users can drag columns?

A. As one of the most-used Excel features in business settings, PivotTables are sure to come up during any in-depth Excel interview. Be sure you're prepared in advance with a firm grasp of what exactly PivotTables are, and why they're useful in practice.

Simply put, a PivotTable is a tool used to summarize large quantities of data quickly and easily. It can help you analyze a data set of tens, hundreds, or even thousands of rows with minimal effort using a number of pre-defined functions — like SUM, COUNT, and AVERAGE.

There are many use cases for PivotTables, but they're most handy when you need to analyze a large data set quickly. If you've got high-level, one-off questions on a massive data set — for example, "how many cookies

did we sell in February of last year", or "which salesperson closed the most deals this March", chances are a PivotTable is the perfect way to answer them.

Each PivotTable is composed of a number of key sections, into which the columns of a target data set can be bucketed:

Report filter. This section allows us to filter our table by one or more criteria. For example, we can only show data in our Pivot Table for the month of January.

Column labels. This section allows us to summarize data across columns, placing data labels along the top of the screen.

Row labels. This section allows us to summarize data across rows, placing data labels along the side of the screen.

Values. This section allows us to specify what we're summarizing — for example, total sales or number of items ordered.

Q. Do pivottables have any drawbacks? How can they be solved?

A. Of course, no Excel feature is without its drawbacks, and there's a chance your interviewer will dive deeper into your PivotTable knowledge by asking you to explore some of their weaknesses. This will help the recruiter assess your in-depth experience on one of Excel's most important features — after all, PivotTables can't be used for everything!

If asked about the drawbacks of PivotTables, consider the following:

Input data needs to be formatted properly. PivotTables can only be used in specific situations in which the input data set appears in flat file format— meaning that it's broken down to its most granular level. If data is already summarized on a table, PivotTables may not be the best way to analyze it.

PivotTables need to be refreshed if input data changes. This can lead to confusing and errors when using PivotTables as part of larger dashboards.

PivotTables are easily modified, so it can be difficult to recreate your calculations. There are many times during which you'll arrive at an answer using PivotTables, then have a difficult time recreating that answer if a supervisor asks to see your work in more detail. The flexibility of PivotTables can be a double-edged sword!

As an alternative to PivotTables, consider using conditional summary functions like SUMIFS and COUNTIFS, particularly when constructing dashboards. They can produce similar results, but are less 'fluid' — making your results more predictable and easier to track.

Q. What are some best practices when creating complex models in Excel?

A. Excel can be used for simple calculations, but it's most effective when constructing complex mathematical models that help predict outcomes, project financial results, or track data over time. If you're interviewing for a highly analytical role, there's a good chance your recruiter will ask about how you can use spreadsheets to accomplish these more difficult tasks.

When talking through your answer, be sure to mention the following modeling best practices, which help keep your spreadsheets clean, organized, and flexible:

Create multiple tabs. Keeping different pieces of your model (for example, inputs, outputs, and calculations) on separate tabs can help with model organization, particularly if you're planning to hand your spreadsheet off to someone who has never seen it before.

Use dynamic inputs. When constructing a model in Excel, values should never be hard-coded into cells — especially if they are flexible assumptions that may change down the line. Always keep assumptions and inputs on their own tab, and use cell references rather than hard-coded values to pull them into your formulas.

Add a table of contents. Large models can be extraordinarily complex, and adding a table of contents to the beginning can help keep things organized and easy to use for yourself and your supervisor.
Comment aggressively. You are the person who understands your models the best, but other people in your organization will doubtless be using them, too. So, be sure to over-comment and explain your calculations line-by-line so that they are as easy to follow as possible for other users.

Q. Talk about some of the spreadsheets you've made that you're most proud of.

A. This is also a softer, more subjective question. It doesn't have to do with the features of Excel itself — rather, your interviewer may ask it to get a sense for your past experiences with spreadsheets and your enthusiasm for quantitative analysis.
Before walking into your interview, be sure that you have 2-3 examples of your prior spreadsheet use prepared so that you can answer this question. The more excited you are about these examples, the better; it's likely that your interviewer is also trying to get a sense for the excitement and passion that you'd bring to the job if hired.
Here are some examples of applications of Excel that you might want to talk about, if applicable:
Constructing dashboards in Excel to measure and track business metrics;
Putting together cash flow or revenue projections over time;
Using Excel as a project management dashboard to track progress across multiple workstreams;
Automating day-to-day tasks using spreadsheets with IF statements and other conditional logic; or
Performing back-of-the-envelope calculations to estimate sales volume in various business scenarios.

Q. What are database functions e.g. what would be the difference Between SUM ( ) and DSUM ( )?

A. Database functions are specific functions used in database management systems to perform calculations, retrieve data, or manipulate data within a database. These functions are designed to simplify data analysis and query operations.

The SUM() function and DSUM() function are both examples of database functions, but they differ in their purpose and usage.

1. SUM():
The SUM() function is used to calculate the sum of a specific column or a set of values in a database table. It takes a column or expression as input and returns the total sum of the values in that column. For example, if you have a column called "Sales" in a table and you want to find the total sales, you can use the SUM(Sales) function to retrieve the sum of all the values in the "Sales" column.

2. DSUM():
The DSUM() function, on the other hand, is a more advanced function that allows you to calculate the sum of a set of records in a database table based on specified criteria. It takes three arguments: the database table or range, the field or column to sum, and a criteria or condition that determines which records should be included in the calculation. The DSUM() function provides more flexibility by allowing you to specify conditions or criteria to filter the records before calculating the sum. This can be useful when you want to perform calculations on a subset of data based on specific conditions.

In summary, the main difference between SUM() and DSUM() is that SUM() calculates the sum of a column or values in a table without any conditions, while DSUM() allows you to calculate the sum of a subset of records based on specified criteria.

Q. How are array functions useful?

A. Array functions in Excel are powerful tools that allow you to perform calculations and operations on arrays of data, which can be a range of cells or multiple cell references. Unlike regular functions that operate on individual cells, array functions can process multiple values at once and return an array of results.

Here are some key benefits and use cases of array functions in Excel:

1. Performing calculations on multiple cells: Array functions enable you to perform calculations on a range of cells without the need for complex formulas or iterative processes. This can save time and simplify your formulas.

2. Handling multiple conditions: Array functions are useful when you need to apply multiple conditions or criteria to filter and manipulate data. They allow you to perform calculations based on logical operations, such as counting cells that meet specific criteria or finding the maximum value that satisfies certain conditions.

3. Array calculations: With array functions, you can perform mathematical operations on arrays, such as adding, subtracting, multiplying, or dividing corresponding elements in multiple ranges. This can be particularly useful when working with large datasets or performing complex calculations.

4. Advanced data analysis: Array functions are commonly used in data analysis tasks. They allow you to extract specific information from arrays, perform statistical calculations, or apply complex formulas to manipulate data. Array functions can help you gain insights and summarize data in a more efficient manner.

5. Dynamic range calculations: Array formulas can automatically adjust their range based on the size of the input data. This means you don't need to update the formula manually when new data is added or removed from the range.

6. Complex conditional logic: Array functions can handle intricate logical operations, including nested conditions and multiple criteria. This allows you to build sophisticated formulas that address complex requirements in data analysis or decision-making processes.

Q. What is difference between Find and Search?

The most essential difference between the Excel SEARCH and FIND functions is that SEARCH is case-insensitive, while FIND is case-sensitive.

For example, SEARCH("e", "Excel") returns 1 because it ignores the case of "E", while FIND("e", "Excel") returns 4 because it minds the case.

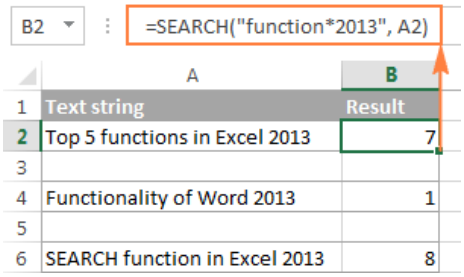
	A	B	C
1	Text string	Result	Formula
2	Excel	4	=FIND("e", A2)
3			
4		1	=SEARCH("e", A2)

2. Search with wildcard characters

Unlike FIND, the Excel SEARCH function accepts wildcard characters in the find_text argument:

- A question mark (?) matches one character, and
- An asterisk (*) matches any series of characters.

To see how it works on real data, consider the following example:



	A	B
1	Text string	Result
2	Top 5 functions in Excel 2013	7
3		
4	Functionality of Word 2013	1
5		
6	SEARCH function in Excel 2013	8

Q. What is the difference between Delete and Clear Contents?

1. **Delete**: When you delete cells, rows, or columns in Excel, you remove them from the worksheet entirely, including their contents and formatting. This action shifts the remaining cells to fill the empty space created by the deletion. Deleting cells can affect the structure of your worksheet, such as the alignment of data and formulas. To delete cells, rows, or columns, you can use the "Delete" command in the "Home" tab or right-click on the selected cells and choose "Delete" from the context menu.

2. **Clear Contents**: Clearing contents, on the other hand, removes the data or values within the selected cells while retaining the cell structure, formatting, and any formulas or functions present in the cells. This means that the cells remain in their original position, but their contents are deleted. To clear the contents of cells, you can use the "Clear Contents" command in the "Home" tab or right-click on the selected cells and choose "Clear Contents" from the context menu.

The key distinction is that "Delete" removes the cells and their contents, affecting the structure of the worksheet, while "Clear Contents" only removes the values within the cells, leaving the cell structure intact. It's important to choose the appropriate action based on your requirements. If you want to completely remove cells and adjust the worksheet structure, use "Delete." If you only need to remove the values within cells while preserving the cell structure, use "Clear Contents."

Q. What is the difference between Substitute and Replace?

1. SUBSTITUTE(): The SUBSTITUTE() function is used to replace specific instances of a text string within a cell with a new text string. It replaces all occurrences of the specified text with the replacement text. The syntax for SUBSTITUTE() is as follows

=SUBSTITUTE(text, old_text, new_text, [instance_num])

2. REPLACE(): The REPLACE() function, on the other hand, is used to replace a specific portion of a text string with new text. It allows you to specify the starting position and the number of characters to replace. The syntax for REPLACE() is as follows:

=REPLACE(old_text, start_num, num_chars, new_text)

Q. What is the difference between Count and CountA?

1. COUNT(): The COUNT() function is used to count the number of cells within a range that contain numerical values. It only counts cells that contain numbers and ignores blank cells and cells containing text or logical values (such as TRUE or FALSE). The syntax for COUNT() is as follows:

=COUNT(value1, [value2], ...)

2. COUNTA(): The COUNTA() function, on the other hand, is used to count the number of cells within a range that are not empty. It counts cells that contain any type of value, including numbers, text, logical values, and even empty strings. The syntax for COUNTA() is as follows:

=COUNTA(value1, [value2], ...)

Q. What are the different data types available in Excel?

The different data types in Excel include text, number, date/time, currency, percentage, and formula.

Q. How do you freeze panes in Excel?

To freeze panes in Excel, go to the View tab, click on the Freeze Panes dropdown, and select the appropriate option (e.g., Freeze Top Row, Freeze First Column, or Freeze Panes).

Q. How can you remove duplicates in Excel?

Answer: To remove duplicates in Excel, select the data range, go to the Data tab, click on the Remove Duplicates button, choose the desired columns to check for duplicates, and click OK.

Q. How to insert a drop down?

Go to Data tab >> Select Data Validation. Another way to insert a drop down is to enable Developer tab and Insert Combo box.

Q. How can you transpose data in Excel?

Answer: To transpose data in Excel, select the range you want to transpose, copy it, right-click on the destination cell where you want to paste the transposed data, click on Paste Special, select the Transpose option, and click OK.

Q. How can you protect a worksheet in Excel?

Answer: To protect a worksheet in Excel, go to the Review tab, click on the Protect Sheet button, set a password if desired, and choose the desired protection options (e.g., preventing changes to cells, formatting, or sorting).

Q. what is the difference between SUMIF and SUMIFS in excel?

SUMIF:

The SUMIF function is used to add up the values in a range that meet a specific criterion. It allows you to perform a conditional sum based on a single condition.

Syntax: =SUMIF(range, criteria, [sum_range])

SUMIFS:

The SUMIFS function allows you to add up values in a range based on multiple criteria. It performs a conditional sum based on multiple conditions simultaneously.

Syntax: =SUMIFS(sum_range, criteria_range1, criteria1, criteria_range2, criteria2, ...)

Q. What are the different types of logical functions in excel?

IF: The IF function evaluates a logical condition and returns one value if the condition is true, and another value if the condition is false.

AND: The AND function checks whether all given conditions are true and returns TRUE if they are, and FALSE if any of them are false.

OR: The OR function checks whether at least one of the given conditions is true and returns TRUE if any of them are, and FALSE if none of them are true.

NOT: The NOT function reverses the logical value of a given condition. If the condition is true, it returns FALSE, and if the condition is false, it returns TRUE.

IFERROR: The IFERROR function checks if a formula or expression returns an error value and allows you to specify an alternative value to be displayed in case of an error.

IFNA: The IFNA function checks if a formula or expression returns the #N/A error value and allows you to specify an alternative value to be displayed in case of #N/A error.

IFBLANK: The IFBLANK function checks if a cell is empty or blank and returns a specified value if it is blank, otherwise returns the value of the cell.

Q. How to make Pivot table automatically include new record when it is added in the data?
Create a Pivot table by using a dynamic name range, we can define a name range with the help of OFFSET function in the excel.

=OFFSET(reference, rows, cols, [height], [width]).

Q. Howcan we change the data value function to MAX or MIN in a pivot table?

By right clicking in the field in “Values” section and clicking on “Value Field Settings”, we can change the function MAX/MIN/AVG etc

Q. What is a Dash Board?

Dashboard is 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 and some useful insights could be deduced from it.

Q. Formulas in excel start with?

=(equal to sign)

Q. What are the comments and do you add comments to a cell?

Comments are added to any cell to provide any additional information, they are used for a variety of reasons. You can add comments to a cell to clarify the purpose of the cell, to clarify a formula used in the cell, or to leaves notes for other users about a cell. To add a comment to a cell, right click on the cell and choose insert comment from the cell menu. Type your comment in the comment area provided. A red triangle at the top right-hand corner of a cell indicates that there is a comment linked to that particular cell. To remove a comment from a cell, right lick the cell and then select delete comment from the cell menu.

Q. How do you format the values of the cell?

Right click the cell and select Format Cells or Press Ctrl+1 to open the format cells menu and select the desired format from the menu on the left side.

Q. Can we make Pivot Table using different sheets?

Yes

Q. How can you make sure the formats are not changed after you have refreshed the Pivot Table?

We can preserve formatting of Pivot Table after the refresh by right clicking on the Pivot Table Go to Pivot Table Options and uncheck "Preserve cell formatting on update" and "Autofit column widths on update"

Q. How do you avoid GETPIVOTDATA when using some value in a pivot table as a reference?

Disable "Generate GETPIVOTDATA" from Options in Pivot Table.

Q. How do you enable auto update of Pivot Table in excel?

To auto updated pivot table without using VBA macros right click and go to Pivot Table Options->Data->uncheck "Refresh data when opening the file".

Q. How to hide error values in pivot tables?

To hide error values in pivot tables, right click pivot table go to Pivot Table Options->Layout & Format->check and enable "For error values show:" option and enter the value in the box just beside that you would like to show in place of error in pivot table e.g. NA,-,blank etc.

Q. How can you add a column in a pivot table?

With the help of Calculated Field which is available Under Options->Fields, Items &Sets.Suppose you have column Previous Year Value and Current Year Value then we could calculate the percentage of change by entering formula.

Q. How can we create pivot table in a particular location in the same sheet in which we have the data?

While inserting pivot table,select the option Existing Worksheet and select a cell of your choice in the Location bar of the menu.

Q. Suppose we have the data for several regions and we want to see the pivot report of only a particular region. How can we do that?

We could filter the pivot report for that particularregion by placing the region column in the Report Filter area of pivot table and select that particular region from filter drop down.

Q. What is the Slicers in excel?

Slicers are visual filtering components that allow you to easily filter data in a pivot table or pivot chart. They provide a user-friendly interface to select and display specific data based on various criteria. When you insert a slicer, it creates a set of buttons or checkboxes representing unique values or categories from a specific field in the data source. By clicking on these buttons or checkboxes, you can filter the data in the associated pivot table or pivot chart instantly. Slicers provide a visual and interactive way to slice and dice data for better analysis and reporting.

Q. What is the Time line in excel?

Timelines are similar to slicers but specifically designed to filter data based on time-related values, such as dates, months, quarters, or years. When you insert a timeline, it creates a visual control with a time scale that allows you to easily filter data within a specified time period. You can adjust the timeline's range, select specific periods (e.g., months or years), and instantly update the pivot table or pivot chart to display data within the selected time frame. Timelines are particularly useful for analyzing time-based data and identifying trends or patterns over specific time intervals.

Q. How to insert slicer in pivot table?

Select any cell in the pivot table then got to Analyze tab->Insert Slicer. A dialogue box will appear from which you can select the field(s) that you want to include in Slicer.

Q. How to sort pivotal table by field?

Select the field on which you want to sort the pivot table and right click ->Sort

Q. How do you delete/remove a pivot table?

Select the pivot table and click on Clear All from Clear option under Option tab in excel. Option tab gets activated as soon as any cell in the pivot is selected.

Questions For Graphs:

Q. What kind of chart is used to compare values for different categories?

Column chart

Q. What chart would you use to compare the performance of two salesmen in a year?

Line Chart

Q. What kind of chart would be useful to show the percentages of shares owned by different parties?

Pie chart

Q. What kind of chart you will create to compare performance of sales of two products A and B?

Column chart

Q. What graph would be most suited to monitor progress of stock market?

Line chart