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# EXCEL

## — EXCELLENCE —

25 Must-Know Interview Questions



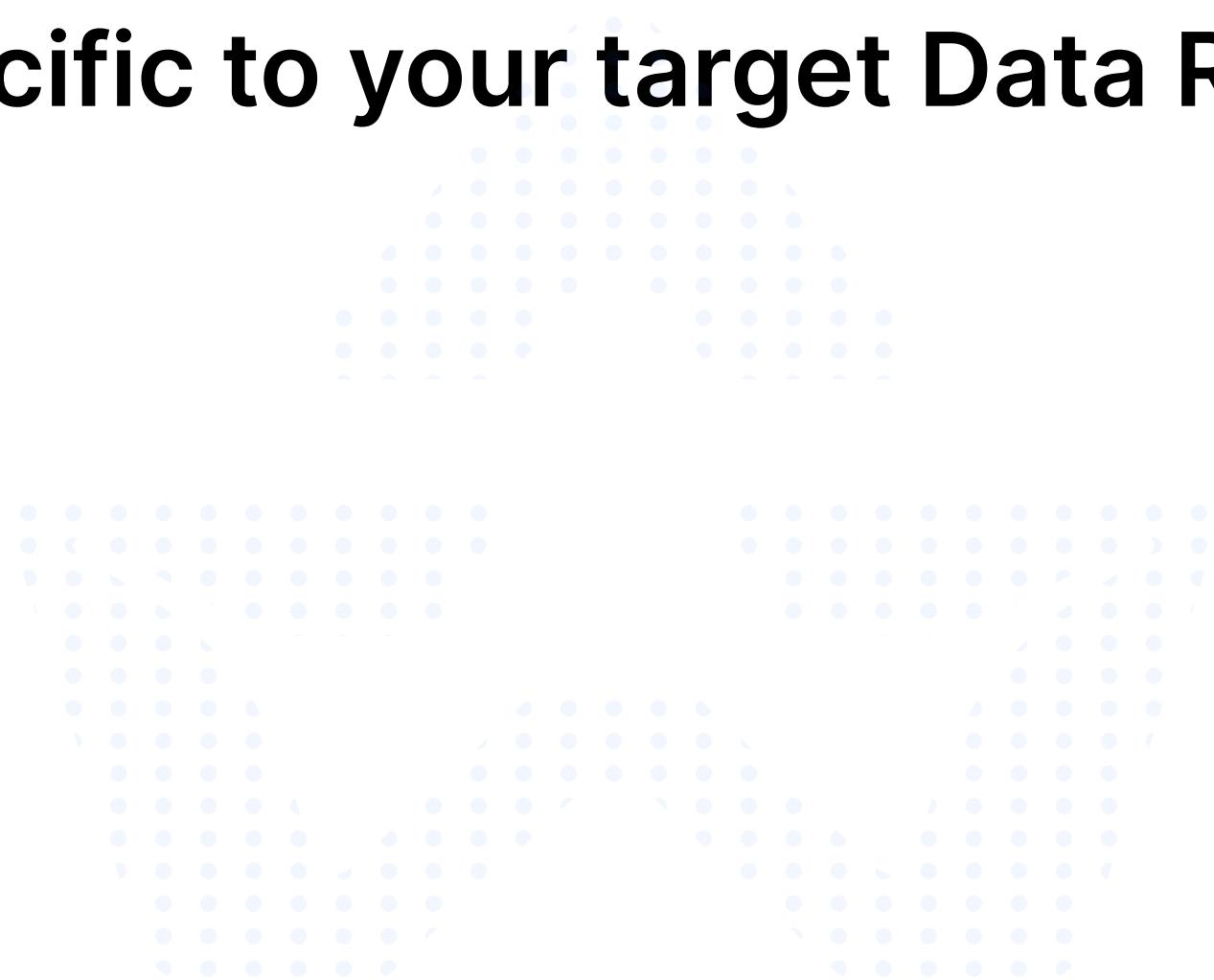
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Bonus Data-Specific Questions



To excel as a Data Analyst or Scientist, mastering specific Excel functions and features is crucial. So, here's an outline of the most asked Excel interview questions that you should be familiar with.

**Stay till the end, to get bonus questions specific to your target Data Role!**



## **Q1.** What are the primary features of Microsoft Excel?

**Ans.** Excel is known for its versatile functions, including spreadsheet management, data visualization, formula calculations, PivotTables, and macro programming through VBA.

## **Q2.** How do you create a PivotTable?

**Ans.** Answer: Select your data range, go to the 'Insert' tab, and click on 'PivotTable'. Then, choose the fields for rows, columns, values, and filters.

The screenshot shows the Microsoft Excel ribbon with the 'Insert' tab selected. Below the ribbon, the 'Tables' icon in the ribbon is highlighted with an orange arrow. In the bottom-left corner of the ribbon area, there is a small callout bubble with three icons: 'PivotTable', 'Recommended', and 'Table/PivotTables'. The 'Table/PivotTables' icon is also highlighted with an orange arrow. The main workspace shows a table titled 'Performance on Search' with columns for Clicks, Impressions, CTR, and Position. The first row is a header, and the second row contains data for a URL. The table has 11 rows in total, numbered 3 to 11.

	A	B	C	D	E
PivotTable	/blog.hubspot.com/sales/famous-quotes	1026357	29679820	3.46%	5.45
3	https://blog.hubspot.com/sales/small-business-ideas	685091	12847519	5.33%	8.91
4	https://blog.hubspot.com/marketing/instagram-best-time-post	330548	6119298	5.40%	4.06
5	https://blog.hubspot.com/sales/business-name-ideas	291512	4693144	6.21%	9.53
6	https://blog.hubspot.com/marketing/post-to-instagram-from-comp	290584	3181539	9.13%	5.35
7	https://blog.hubspot.com/marketing/instagram-captions	287172	15258895	1.88%	7.91
8	https://blog.hubspot.com/sales/please-find-attached	272861	3563986	7.66%	12.36
9	https://blog.hubspot.com/marketing/professional-bio-examples	242311	2758974	8.78%	5.78
10	https://blog.hubspot.com/marketing/inspiring-company-mission-st	199199	3202086	6.22%	7.08
11	https://blog.hubspot.com/marketing/free-email-accounts	187233	4459481	4.20%	11.74

### Q3. Explain VLOOKUP and its limitations.

**Ans.** VLOOKUP searches for a value in the first column of a range and returns a value in the same row from a specified column. Its limitations include inability to look to the left and requirement for the source data to be sorted.

The screenshot shows a Microsoft Excel spreadsheet. In the formula bar, the formula `=VLOOKUP(E1, A2:B11, 2, FALSE)` is entered. The table below has columns A and B labeled "Animal" and "Speed (mph)". Row 1 contains the headers. Rows 2 through 11 contain data points. In cell E2, the formula is being used to find the speed of a lion. The result is 50, which is highlighted with a green border. A blue arrow points from the formula bar to the cell E2. Another blue arrow points from the formula bar to the header "Speed" in cell D2. A green arrow points from the formula bar to the number 2 in the formula, indicating the column index.

	A	B	C	D	E	F	G
1	Animal	Speed (mph)		Animal	Lion		
2	Cheetah	70		Speed	50		
3	Antelope	61					
4	Lion	50					
5	Elk	45					
6	Coyote	43					
7	Gray fox	42					
8	Ostrich	40					
9	Greyhound	39.35					
10	Whippet	35.5					
11	Rabbit	35					

`=VLOOKUP(E1, A2:B11, 2, FALSE)`

Look up *this value*, in *this range*, return a match from *this column*, search for exact match

**Q4.** What is the difference between functions and formulas in Excel?

**Ans.** A formula is an expression written by the user to calculate values, while a function is a predefined calculation in Excel.

**Q5.** Can you explain the IF function in Excel?

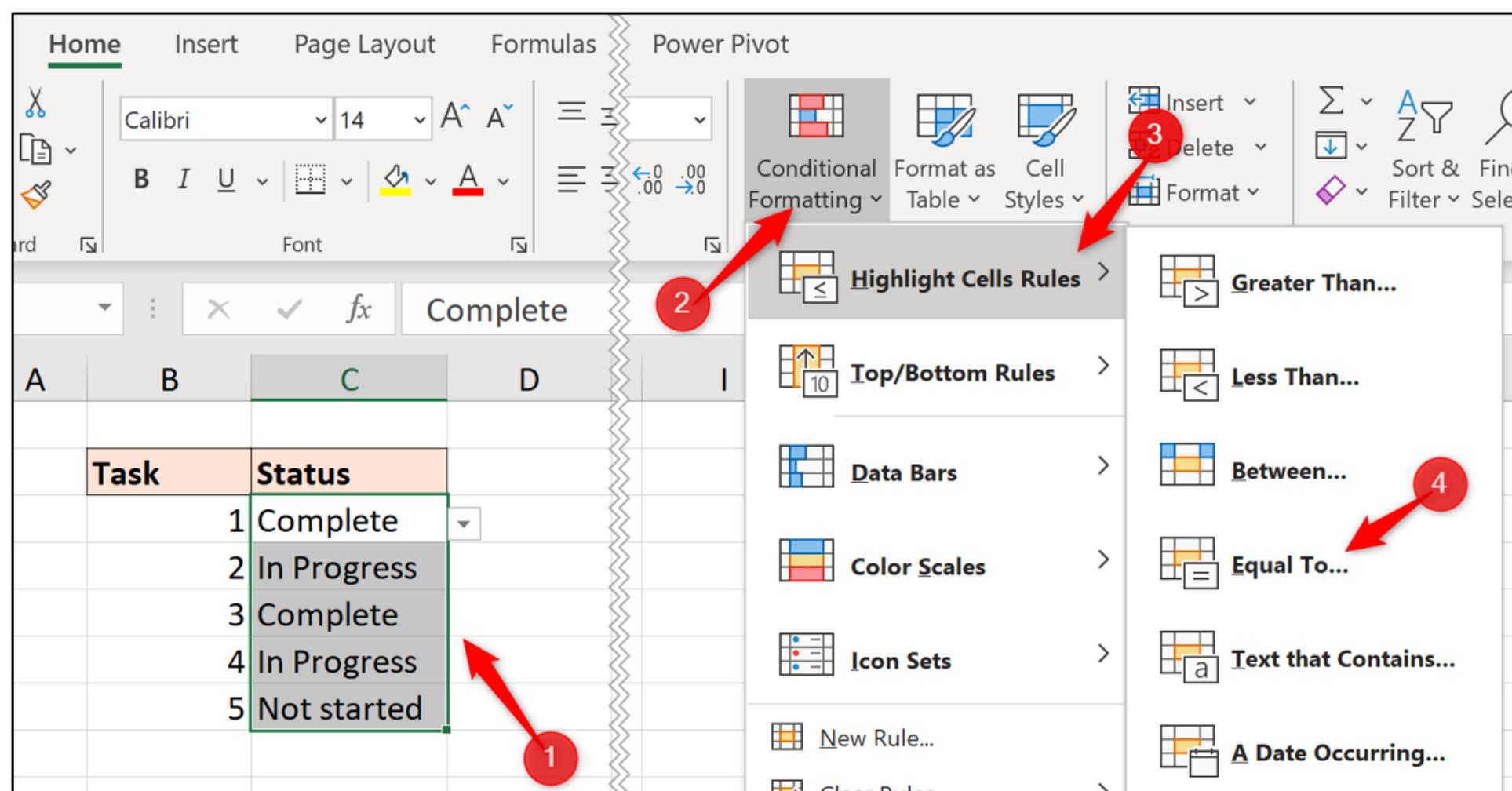
**Ans.** The IF function performs a logical test and returns one value if the test is true, and another if false.

**Syntax:** `IF(logical\_test, value\_if\_true, value\_if\_false)`

**Q6.** How do you apply conditional formatting in Excel?

**Ans.** Select the cells, go to the ‘Home’ tab, click on ‘Conditional Formatting’, and set your desired rules.





## Q7. Describe a few ways to optimize large Excel files.

**Ans.** Use PivotTables, avoid volatile functions like INDIRECT, minimize the use of entire row/column references, and use data validation.

## Q8. What are Excel macros and how are they useful?

**Ans.** Macros are sequences of instructions that automate repetitive tasks. They're written in VBA and can significantly reduce manual effort.

## Q9. What is a slicer in Excel?

**Ans.** Slicers are visual filters used for PivotTables and PivotCharts, allowing for easy filtering of data in an interactive way.

The screenshot shows a PivotTable in Excel with the following data:

	A	B	C	D	E	F	G	H	I
3	Sum of Quantity	Qtr	▼						
4	Salesperson	▼	Q1	Q2	Q3	Q4	Grand Total		
5	Mariya Sergienko		378	458	268	383	1,487		
6	Grand Total		378	458	268	383	1,487		
7									
8	Shipper Name	▼	Filter icon						
9	Shipping	▼	Address	▼	Filter icon				
10	(blank)		123 3rd St	▼	Filter icon	Customer ID	▼	Filter icon	
11	Shipping		123 10th St	▼	Filter icon	1	▼	Filter icon	
12	Shipping		123 11th St	▼	Filter icon	3	▼	Filter icon	
13			123 12th St	▼	Filter icon	4	▼	Filter icon	
14			123 1st St	▼	Filter icon	6	▼	Filter icon	
15			123 4th St	▼	Filter icon	7	▼	Filter icon	
16									
17									
18									

Three slicers are overlaid on the table:

- Shipper Name:** Filtered to show only rows where the shipper name is blank.
- Address:** Filtered to show only rows where the address starts with "123".
- Customer ID:** Filtered to show only rows where the customer ID is 3.

An orange callout box contains the text: "Slicers are filter menus pulled from the various fields in a table."

## Q10. Explain the difference between relative, absolute, and mixed cell references.

**Ans.** Relative references change when a formula is copied, absolute references (\$A\$1) stay constant, and mixed references (A\$1 or \$A1) partially change.

## Q11. How do you lock cells in Excel to protect them from editing?

**Ans.** Select the cells, right-click, choose ‘Format Cells’, go to the ‘Protection’ tab, check ‘Locked’, and then protect the sheet under the ‘Review’ tab.

The screenshot shows a Microsoft Excel spreadsheet titled "05-protect-a-worksheet - Excel". The spreadsheet contains data for five agents: Iona Ford, Paul Tron, Camille Orne, Kerry Oki, and Pepe Roni. The columns are labeled "Agent", "Sales", and "Commission". The "Sales" column for the first four agents is highlighted with a green border. A callout bubble labeled "1" points to this selection. The "Home" tab is selected in the ribbon. A context menu is open over the highlighted cells, with a callout bubble labeled "2" pointing to it. The menu is expanded to show the "Protection" section, which includes options like "Protect Sheet...", "Lock Cell", and "Format Cells...". A callout bubble labeled "3" points to the "Lock Cell" option in the Protection menu. The status bar at the bottom shows "Ready" and some summary statistics: Average: 12,184, Count: 5, Sum: 60,920.

	A	B	C	D	E
1	Agent	Sales	Commission		
2	Iona Ford	10,500	788		
3	Paul Tron	23,500	1,763		
4	Camille Orne	22,470	1,685		
5	Kerry Oki	950	71		
6	Pepe Roni	3,500	263		
7	Totals	60,920	4,570		
8					
9					
10					
11					
12					
13					
14					

**Q12.** What are Array Formulas and how do you use them?

**Ans.** Array formulas perform multiple calculations on one or more items in an array and can return either a single result or multiple results.

**Q13.** How do you use the SUMIF function?

**Ans.** SUMIF adds up numbers in a range that meet specified criteria.

**Syntax:** `SUMIF(range, criteria, [sum\_range])`

**Q14.** Describe how you can connect Excel with other data sources.

**Ans.** Excel can connect to external data sources like SQL databases, web pages, or other spreadsheets through the 'Data' tab.



The screenshot shows the Microsoft Excel ribbon with the 'DATA' tab selected. In the 'Get External Data' group, the 'Connections' button is highlighted with an orange arrow. A tooltip window titled 'Workbook Connections' is displayed, listing a single connection named 'test'. An orange arrow points from the 'test' entry in the list to the 'Remove' button on the right side of the tooltip.

## Q15. Explain the use of the CONCATENATE function.

**Ans.** CONCATENATE is used to combine two or more text strings into one string.

The screenshot shows a Microsoft Excel spreadsheet with data in rows 3 and 4. Row 3 has columns B, C, and E filled with text. The formula bar shows the formula =CONCATENATE(B3,C3,D3). Row 4 has columns B, C, and E filled with text. Row 7 has columns B and C filled with text, and column E shows the result of the CONCATENATE function. An orange arrow points from the formula bar to the result in row 3, and another orange arrow points from the formula bar to the result in row 7.

# Bonus Questions

## Basic Data Analysis in Excel:

**Q1.** How do you import and clean data in Excel?

**Exp.** Understanding of data import options, use of functions like TRIM, CLEAN, and removing duplicates.

**Q2.** Can you describe a scenario where you used Excel's VLOOKUP/HLOOKUP functions?

**Exp.** Practical understanding of lookup functions for data retrieval.

## Intermediate Data Analysis Techniques:

**Q3.** How do you handle large datasets in Excel? Are there any limitations?

**Exp.** Knowledge about Excel's row/column limits and strategies like data segmentation, use of external data sources.



**Q4.** Describe a complex formula you have used in Excel for data analysis.

**Exp.** Proficiency in combining multiple functions and creating nested formulas.

## Advanced Data Science Features in Excel:

**Q5.** How would you use Excel for statistical analysis? Give examples of functions you have used.

**Exp.** Familiarity with statistical functions like AVERAGE, MEDIAN, STDEV, CORREL, and data analysis toolpak.

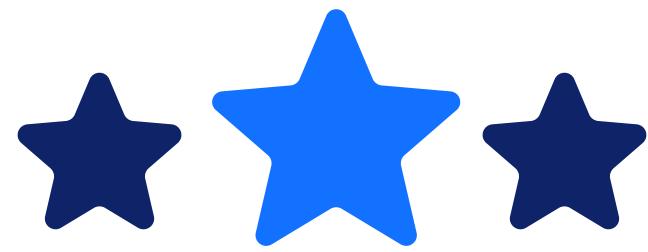
**Q6.** Can Excel be used for predictive analysis? If so, how?

**Exp.** Knowledge about regression tools, forecast functions, and trend analysis in Excel.

**Q7.** Discuss how you can integrate Excel with other tools for advanced data science tasks.

**Exp.** Understanding of Excel's integration capabilities with programming languages like Python, or platforms like Power BI.





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