Interview Case Study

Tools & Tips for Excel / PowerPoint:

|  |  |  |
| --- | --- | --- |
|  | A | B |
| 1 | 1 | Red |
| 2 | 1 | Green |
| 3 | 1 | Blue |
| 4 | 2 | Blue |
| 5 | 2 | Green |
| 6 |  |  |
| 7 | 3 | Red |
| 8 | 3 | Red |
| 9 |  |  |
| 10 | 3 | Red |

Excel

* **counta** function: counts the number of cells that are not empty in a given range of data
  + Example (use table above): =counta(a1:a10)
    - Answer: the counta function will return “8” since the number of empty cells from Row 1 to Row 10 in Column A is 2 (10 – 2 = 8).
* **countif** function: counts the number of cells within a range that meet a given condition
  + Example 1: =countif(a1:a10,”=1”)
    - Answer: the countif function will return “3” since the number of 1s in Row 1 through 10 in Column A is 3.
  + Example 2: =countif(b1:b5,”=green”)
    - Answer: the countif function will return “2” since “Green” appears twice in the given range.

Excel / PowerPoint

* How to copy a chart from Excel and paste into PowerPoint:
  + Select the chart in Excel and Copy (Ctrl+C).
  + Go to targeted PowerPoint slide and Paste Special (Edit 🡪 Paste Special).
  + Choose 3rd option, “Picture (Enhanced Metafile)” and select OK.

PowerPoint

* How to edit a chart in PowerPoint
  + Left clicking on a chart will bring up 3 additional tabs (Design, Layout, Format).
  + To edit data specifically, right click the chart itself and from the menu select “edit data.”