Top 10 Excel Interview Questions with Answers

1. Question: What is the difference between CONCATENATE and "&" in Excel?

Answer: CONCATENATE and "&" both combine text, but "&" is more concise. For example, `=A1&B1` achieves the same result as `=CONCATENATE(A1, B1)`.

2. Question: How can you freeze rows and columns simultaneously in Excel?

Answer: Use the "Freeze Panes" option under the "View" tab. Select the cell below and to the right of the rows and columns you want to freeze, and then click on "Freeze Panes."

3. Question: Explain the VLOOKUP function and when would you use it?

Answer: VLOOKUP searches for a value in the first column of a range and returns a corresponding value in the same row from another column. It's useful for looking up information in a table based on a specific criteria.

4. Question: What is the purpose of the IFERROR function?

Answer: IFERROR is used to handle errors in Excel formulas. It returns a specified value if a formula results in an error, and the actual result if there's no error.

5. Question: How do you create a PivotTable, and what is its purpose?

Answer: To create a PivotTable, select your data, go to the "Insert" tab, and choose "PivotTable." It summarizes and analyzes data in a spreadsheet, allowing you to make sense of large datasets.

6. Question: Explain the difference between relative and absolute cell references.

Answer: Relative references change when you copy a formula to another cell, while absolute references stay fixed. Use a `$` symbol to make a reference absolute (e.g., A1).

7. Question: What is the purpose of the INDEX and MATCH functions?

Answer: INDEX returns a value in a specified range based on the row and column number, while MATCH searches for a value in a range and returns its relative position. Combined, they provide a flexible way to look up data.

8. Question: How can you find and remove duplicate values in Excel?

Answer: Use the "Remove Duplicates" feature under the "Data" tab. Select the range containing duplicates, go to "Data" -> "Remove Duplicates," and choose the columns to check for duplicates.

9. Question: Explain the difference between a workbook and a worksheet.

Answer: A workbook is the entire Excel file, while a worksheet is a single sheet within that file. Workbooks can contain multiple worksheets.

10. Question: What is the purpose of the COUNTIF function?

Answer: COUNTIF counts the number of cells within a range that meet a specified condition. For example, `=COUNTIF(A1:A10, ">50")` counts the cells in A1 to A10 that are greater than 50.