Excel Practice Test for Data Analytics & Automation (Practical Only)

This document contains 100 practical Excel tasks. No theory is included. Completing all tasks hands-on will make you confident in Excel for real-world data analytics and automation.

1. Import a CSV file with inconsistent column names and standardize them (lowercase, no spaces).
2. Remove leading, trailing, and extra spaces from text columns.
3. Split a full name column into First Name and Last Name.
4. Merge City and State columns into a single formatted column.
5. Convert text-formatted numbers into numeric values.
6. Identify and remove duplicate rows based on multiple columns.
7. Replace missing values in numeric columns with column averages.
8. Replace missing values in categorical columns with 'Unknown'.
9. Convert dates stored as text into proper date format.
10. Extract year, month, and day into separate columns.
11. Standardize inconsistent category values (e.g., M, Male, male → Male).
12. Trim non-printable characters from imported data.
13. Remove rows where all values are blank.
14. Sort data dynamically based on multiple columns.
15. Apply conditional formatting to highlight invalid values.
16. Calculate total revenue using Quantity × Price.
17. Create profit calculations using nested formulas.
18. Use IF to classify records into performance buckets.
19. Use IFS for multi-condition classification.
20. Use COUNTIF and COUNTIFS for category analysis.
21. Use SUMIF and SUMIFS for filtered aggregation.
22. Use AVERAGEIF and AVERAGEIFS for KPI calculation.
23. Use VLOOKUP to fetch data from a reference table.
24. Replace VLOOKUP with XLOOKUP.
25. Use INDEX + MATCH for flexible lookups.
26. Handle missing lookup values without errors.
27. Use TEXT functions to format dates and currency.
28. Extract substrings using LEFT, RIGHT, MID.
29. Use LEN and FIND to validate string length.
30. Combine logical conditions using AND / OR.
31. Use IFERROR to handle formula failures gracefully.
32. Create rolling totals using formulas.
33. Calculate month-over-month growth.
34. Calculate percentage contribution per category.
35. Rank values using RANK and RANK.EQ.
36. Use dynamic named ranges.
37. Use OFFSET to create dynamic calculations.
38. Use UNIQUE to extract distinct values.
39. Use FILTER to create dynamic filtered tables.
40. Use SORT and SORTBY on datasets.
41. Use SEQUENCE to generate automated IDs.
42. Create dependent dropdown lists.
43. Use TRANSPOSE dynamically.
44. Build a dashboard metric using only formulas.
45. Create KPI flags using conditional formulas.
46. Calculate cumulative percentage distribution.
47. Perform time-based calculations using EOMONTH.

48 Create custom fiscal year logic.
49 Use TEXTJOIN to merge variable-length data.
50 Create a dynamic summary table without PivotTables.
51 Create dropdown lists using data validation.
52 Restrict numeric input within a range.
53 Prevent duplicate entries in a column.
54 Validate email format using formulas.
55 Highlight invalid data entries automatically.
56 Create error messages for invalid inputs.
57 Lock formula cells while allowing data entry.
58 Create dependent validations based on selections.
59 Build audit checks for missing mandatory fields.
60 Create a data entry template with validations.
61 Create a PivotTable from raw transactional data.
62 Group dates into months and years.
63 Calculate totals, averages, and counts.
64 Create calculated fields inside PivotTables.
65 Show values as % of total.
66 Rank categories using PivotTables.
67 Filter PivotTables using slicers.
68 Connect multiple slicers to one PivotTable.
69 Create PivotCharts from PivotTables.
70 Refresh PivotTables after data update.
71 Create a dynamic line chart linked to formulas.
72 Build a bar chart showing top 10 categories.
73 Highlight highest and lowest values visually.
74 Create a KPI card using shapes and formulas.
75 Build a dashboard layout using charts.
76 Create interactive charts using dropdowns.
77 Format charts for professional reporting.
78 Use conditional formatting as mini charts.
79 Create trend analysis visualization.
80 Build a one-page executive dashboard.
81 Record a macro to automate repetitive steps.
82 Edit a macro to make it dynamic.
83 Create a macro to clean raw data automatically.
84 Build a one-click report refresh macro.
85 Automate PivotTable refresh using VBA.
86 Create a macro to export data as CSV.
87 Create a macro to save reports with timestamps.
88 Automate formatting of new datasets.
89 Assign macros to buttons.
90 Build an end-to-end automated Excel workflow.
91 Clean and analyze a messy sales dataset end-to-end.
92 Build a monthly performance report automatically.
93 Create a reusable Excel reporting template.
94 Build a fully automated dashboard using formulas and pivots.
95 Create a data quality validation system.
96 Automate recurring weekly report generation.
97 Build an Excel file that needs zero manual work after setup.
98 Design Excel output ready for Power BI ingestion.
99 Create Excel logic that replaces SQL aggregations.
100 Deliver a final Excel file as if for a real client.