

Excel Data Analyst Practical Test (55 Questions)

SECTION A — Formulas

1. Extract number part from Sales ID like "SAL-001".
2. Extract first 5 characters of product names.
3. Extract last name from full names.
4. Calculate age from DOB.
5. Mark Yes/No for blank values.
6. Replace 2023 with 2024 in product codes.
7. Extract brand name from strings like "Laptop - Dell".
8. Fetch salary using XLOOKUP.
9. Categorize marks into Excellent/Good/Average/Poor.
10. Use INDEX MATCH to return product name.
11. Extract email domain.
12. Find 2nd highest sale.
13. Convert "20250105" into date.
14. Clean product descriptions with extra spaces.

SECTION B — Data Cleaning

15. Clean names (proper case, remove spaces).
16. Clean phone numbers to digits only.
17. Convert dates stored as text to real dates.
18. Remove duplicates and count removed.
19. Extract first names using Flash Fill.
20. Split "City, State".
21. Standardize product names (Dell Laptop).
22. Identify outliers using IQR.

- 23. Replace blanks with average.
- 24. Convert text numbers to numeric.

SECTION C — Pivot Tables

- 25. Total Sales by Region.
- 26. Region vs Product → Sum of Sales.
- 27. Add slicers.
- 28. Calculate YoY growth.
- 29. Show sales as % of region total.
- 30. Fix wrong pivot totals.
- 31. Insert pivot chart and link slicers.
- 32. Create Power Pivot table via Data Model.

SECTION D — Charting

- 33. Monthly sales trend (line chart).
- 34. Combo chart (Sales + Profit%).
- 35. Add sparklines.
- 36. Conditional formatting above average.
- 37. Stacked bar: sales by region.
- 38. Dynamic chart with named range.

SECTION E — Power Query

- 39. Append 5 CSV files.
- 40. Clean data types, remove nulls.
- 41. Unpivot monthly columns.
- 42. Replace errors with 0.
- 43. Load cleaned table to Excel.
- 44. Merge two queries.

45. Edit Applied Steps.

SECTION F — Data Model & DAX

46. Add tables to model & create relationships.

47. Define 1-to-many relationship.

48. Create DAX measure Total Sales.

49. Build pivot using DAX measure.

SECTION G — Automation

50. Create named range “Rates”.

51. Create dropdown using data validation.

52. Lock formulas; allow editing input cells.

53. Record macro to clean/sort data.

54. Refresh all connections with one button.

55. Fix text-to-number errors from CSV import.