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<https://www.alghosoon.com/2023/05/microsoft-excel-linkedin.html>

Certainly! Here’s a list of the top 50 most commonly asked Excel interview questions for freshers. These cover a range of basic to intermediate topics to help you prepare effectively.

### Basic Excel Questions

1. \*\*What are the different data types you can enter in Excel?\*\*

- Text, Number, Date, Time, Boolean, and Error.

2. \*\*What is a cell in Excel?\*\*

- A cell is the intersection of a row and a column, identified by a unique reference like A1, B2, etc.

3. \*\*How do you freeze panes in Excel?\*\*

- Go to the "View" tab and select "Freeze Panes."

4. \*\*How can you format a cell to display a specific date format?\*\*

- Right-click the cell, choose "Format Cells," and select the desired date format under the "Number" tab.

5. \*\*What is the difference between a workbook and a worksheet?\*\*

- A workbook is an Excel file that can contain multiple worksheets. A worksheet is a single sheet within the workbook.

6. \*\*How do you merge cells in Excel?\*\*

- Select the cells you want to merge, then go to the "Home" tab and click "Merge & Center."

7. \*\*What are Excel formulas and functions?\*\*

- Formulas are expressions used to perform calculations. Functions are predefined formulas like SUM, AVERAGE, etc.

8. \*\*How do you use the SUM function in Excel?\*\*

- Type `=SUM(range)` where `range` is the set of cells you want to add up, e.g., `=SUM(A1:A10)`.

9. \*\*What is the difference between relative and absolute cell references?\*\*

- Relative references change when the formula is copied to another cell, while absolute references do not change and are denoted with `$`, e.g., `$A$1`.

10. \*\*How do you apply a filter to data in Excel?\*\*

- Select the data range, then go to the "Data" tab and click "Filter."

### Intermediate Excel Questions

11. \*\*How do you use VLOOKUP in Excel?\*\*

- The VLOOKUP function searches for a value in the first column of a range and returns a value in the same row from another column, e.g., `=VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])`.

12. \*\*What is the use of the IF function?\*\*

- The IF function performs a logical test and returns one value if the test is true and another value if false, e.g., `=IF(condition, value\_if\_true, value\_if\_false)`.

13. \*\*How do you create a pivot table?\*\*

- Select the data range, go to the "Insert" tab, and click "PivotTable." Follow the prompts to create and customize the pivot table.

14. \*\*What is conditional formatting, and how do you use it?\*\*

- Conditional formatting allows you to apply formatting based on cell values. Use it from the "Home" tab by selecting "Conditional Formatting."

15. \*\*How do you use the CONCATENATE function?\*\*

- The CONCATENATE function joins multiple strings into one, e.g., `=CONCATENATE(A1, " ", B1)` or the newer `=CONCAT(A1, " ", B1)`.

16. \*\*What is the purpose of the INDEX and MATCH functions?\*\*

- INDEX returns the value of a cell in a specified row and column, while MATCH returns the position of a value in a range. Combined, they can look up values more flexibly than VLOOKUP.

17. \*\*How do you sort data in Excel?\*\*

- Select the data range, go to the "Data" tab, and choose "Sort" to sort by a specific column or criteria.

18. \*\*What is the use of the COUNTIF function?\*\*

- COUNTIF counts the number of cells within a range that meet a specified condition, e.g., `=COUNTIF(range, criteria)`.

19. \*\*How do you use the TEXT function in Excel?\*\*

- The TEXT function formats numbers and dates as text, e.g., `=TEXT(A1, "dd/mm/yyyy")`.

20. \*\*What is the difference between COUNT and COUNTA functions?\*\*

- COUNT counts only numeric values, while COUNTA counts all non-empty cells.

### Advanced Excel Questions

21. \*\*How do you use the SUMIF function?\*\*

- SUMIF adds the cells specified by a given condition, e.g., `=SUMIF(range, criteria, sum\_range)`.

22. \*\*What is a named range and how do you create one?\*\*

- A named range is a user-defined name for a cell or range. Create it by selecting the range, then typing a name in the "Name Box" and pressing Enter.

23. \*\*How do you protect a worksheet or workbook?\*\*

- Go to the "Review" tab and select "Protect Sheet" or "Protect Workbook."

24. \*\*How do you create a data validation drop-down list?\*\*

- Select the cells, go to the "Data" tab, choose "Data Validation," and select "List" from the Allow box.

25. \*\*What is the difference between a relative and an absolute reference in Excel formulas?\*\*

- Relative references change based on the position of the formula, while absolute references remain constant due to the `$` symbol.

26. \*\*How do you create a chart in Excel?\*\*

- Select the data range, go to the "Insert" tab, and choose a chart type from the "Charts" group.

27. \*\*What is the purpose of the HLOOKUP function?\*\*

- HLOOKUP searches for a value in the top row of a range and returns a value in the same column from another row.

28. \*\*How do you use the LEFT, MID, and RIGHT text functions?\*\*

- LEFT returns characters from the beginning of a text, MID returns characters from the middle, and RIGHT returns characters from the end. E.g., `=LEFT(text, num\_chars)`.

29. \*\*How do you apply a custom number format in Excel?\*\*

- Right-click the cell, choose "Format Cells," and select "Custom" from the Number tab.

30. \*\*How do you use the TRANSPOSE function?\*\*

- TRANSPOSE converts rows to columns and vice versa. Enter the function with an array of values, e.g., `=TRANSPOSE(A1:B10)`.

### Excel Functions and Formulas

31. \*\*What is the difference between SUMPRODUCT and SUMIF?\*\*

- SUMPRODUCT multiplies corresponding components in given arrays and then sums those products, while SUMIF adds values based on a condition.

32. \*\*How do you use the DATE function?\*\*

- DATE returns a date value based on year, month, and day, e.g., `=DATE(year, month, day)`.

33. \*\*What is the purpose of the PMT function?\*\*

- PMT calculates the payment for a loan based on constant payments and a constant interest rate.

34. \*\*How do you use the NOW and TODAY functions?\*\*

- NOW returns the current date and time, while TODAY returns just the current date.

35. \*\*What is the difference between the AVERAGE and AVERAGEIF functions?\*\*

- AVERAGE calculates the average of a range, while AVERAGEIF calculates the average based on a condition.

36. \*\*How do you use the CHOOSE function?\*\*

- CHOOSE returns a value from a list of values based on an index number, e.g., `=CHOOSE(index, value1, value2, ...)`.

37. \*\*What is the purpose of the OFFSET function?\*\*

- OFFSET returns a reference to a range that is a specified number of rows and columns from a starting cell or range.

38. \*\*How do you use the INDIRECT function?\*\*

- INDIRECT returns the reference specified by a text string, e.g., `=INDIRECT("A1")`.

39. \*\*What is the purpose of the XLOOKUP function?\*\*

- XLOOKUP replaces older functions like VLOOKUP and HLOOKUP to search a range or array and return a corresponding value.

40. \*\*How do you use the ISERROR function?\*\*

- ISERROR checks if a cell contains an error and returns TRUE if it does, e.g., `=ISERROR(value)`.

### Data Analysis and Visualization

41. \*\*What are slicers, and how do you use them?\*\*

- Slicers provide a visual way to filter data in PivotTables and PivotCharts. Add them via the "Insert" tab under "Slicer."

42. \*\*How do you use the Goal Seek feature?\*\*

- Goal Seek finds the input value needed to achieve a specific goal. Access it through "Data" > "What-If Analysis" > "Goal Seek."

43. \*\*What is a data table, and how do you create one?\*\*

- A data table is a range of cells that shows how changing one or two variables affects the results of a formula. Create one via "Data" > "What-If Analysis" > "Data Table."

44. \*\*How do you create a dynamic named range?\*\*

- Use the OFFSET and COUNTA functions to create a dynamic named range that adjusts as data changes.

45. \*\*What is Power Query, and how is it used?\*\*

- Power Query is a tool for importing, transforming, and automating data processes. Access it via the "Data" tab.

46. \*\*How do you use the Pivot Chart feature?\*\*

- Pivot Charts provide a visual representation of PivotTable data. Create one by selecting a PivotTable and then choosing "PivotChart" from the "

Insert" tab.

47. \*\*What is a macro, and how do you record one?\*\*

- A macro is a sequence of instructions that automate tasks. Record one via "View" > "Macros" > "Record Macro."

48. \*\*How do you use the Subtotal feature?\*\*

- Subtotal adds subtotals and grand totals to a list or table. Use it from "Data" > "Subtotal."

49. \*\*What is the purpose of the TEXTJOIN function?\*\*

- TEXTJOIN combines multiple text strings into one, with a specified delimiter between them, e.g., `=TEXTJOIN(delimiter, ignore\_empty, text1, [text2, ...])`.

50. \*\*How do you use the SWITCH function?\*\*

- SWITCH evaluates an expression against a list of values and returns the result corresponding to the first match, e.g., `=SWITCH(expression, value1, result1, [value2, result2, ...])`.

### Conclusion

This list of questions covers a range of topics and difficulty levels that are likely to be encountered during Excel interviews for freshers. Understanding these questions and practicing the related skills will help you feel more confident and prepared for your interview.