

# 18 EXCEL INTERVIEW QUESTIONS FOR DATA ANALYST



# 42 Excel Interview Questions for Data Analyst

## Q.1 Explain Microsoft Excel in short.

Microsoft Excel is a **software or a desktop application** that can be used to store information in the form of rows and columns. It also has features including arithmetic and other mathematical operations, and data visualization. It is available in most operating systems like Mac, Windows, Androids, and so on.

## Q.2 Explain the characteristics of Microsoft Excel.

- MS Excel is user-friendly and also makes data verification and validation easier.
- Availability of Graphing tools, Shapes, Icons, Charts, and so on.
- Build-in functions like COUNT, SUM, AVERAGE, DATE, and much more are helpful to a large extent.
- Data analysis and Data visualization can be achieved with tables, filters, graphs, and so on.

## Q.3 What is a spreadsheet?

Spreadsheets are a **collection of cells** that help you manage the data. A single workbook may have more than one worksheet. All the sheets are available at the bottom of the window, along with their names

## Q.4 How can you add new rows and columns to an Excel sheet?

To add new rows and columns select the place where you intend to add them and right-click on it. Then select the Insert option from where you can choose to select an entire row or column.

## Q.5 Can we rearrange cells in Excel?

Yes, we can rearrange the cells in Excel. It provides the option of rearranging cells by insertion and deletion in the following ways

- Shifting cells to the right
- Shifting cells down
- Inserting/Deleting an entire row

- Inserting/Deleting entire column
- Shifting cells to left
- Shifting cells up

## Q.6 How to add comments/notes in MS Excel cells?

Comments can be added to a specific cell by doing a right-click and selecting the insert the comment option. It is also possible to **edit, delete and reply to a comment**.

## Q.7 What Does the Red Triangle in the Cell's Corner Indicate?

A red triangle in the upper right corner of a cell indicates that a cell comment has been attached to this cell. If you hover over the cell with your cursor, the comment will be displayed.

## Q.8 How do you find duplicates in a column?

To find but not delete duplicates in a column, select the target range of data and navigate to the Style group on the Home tab and click the arrow next to Conditional Formatting. You will then be able to choose Highlight Cell Rules, Duplicate Values, and enter the values you wish to find duplicates of. This will highlight duplicates of the values you entered.

## Q.9 How to filter a table?

The filter mechanism is used when you want to display only specific data from the entire dataset. By doing so, there is no change being made to the data. The shortcut to add a filter to a table is Ctrl+Shift+L.

## Q.10 What are the ways to extract unique values in Excel?

Excel can extract unique values by temporarily filtering out duplicates, or by permanently deleting duplicates. The first can be achieved by selecting the desired range of data and navigating to Data > Sort & Filter > Advanced. To permanently delete duplicate values and create a list of unique values only, click Data > Data Tools > Remove Duplicates.

## Q.11 Define Excel Charts.

A chart in Excel is a feature that allows you to display data through a range of visually intuitive graphs. These charts and graphs can make it easier and quicker to comprehend data compared to just looking at the numbers on the worksheet. Some of the Excel Charts include,

- Bar graphs
- Line graphs
- Pie charts
- Area graph

## **Q.12 How Do You Hyperlink in Excel?**

To create a link in Excel, select the element you wish to use as the anchor (this can be a cell or an object like a picture). You can then either select Link from the Insert tab, right-click and select Link on the menu, or press Ctrl+K.

## **Q.13 What is meant by ribbon in MS Excel?**

Users can access most of the common functionalities of Excel using the toolbars and menus that form a part of the ribbon. The user also has the option of customizing the ribbon. **For example**, we often add the ‘Developer’ tab on the ribbon. We can remove or add an option with the help of CTRL+F1. The ribbon appears at the top of the application.

## **Q.14 Explain the significance of Freezing Panes in Microsoft Excel.**

Freezing panes are used to have a view of the headers of the columns and rows even if we scroll to a large extent up or down. The freeze pane is achieved by selecting the cell from View and then by selecting one of the freeze options.

## **Q.15 How to enable Protection in MS Excel?**

Protection is achieved in MS Excel to prevent access to certain operations. Protection in MS Excel is achieved in three ways

- Protection via password on the opening of the workbook.
- Protection against hide/unhide/add/deletion of worksheets.
- Window sizes/positions are protected from being modified.

## **Q.16 What is Relative Cell Address?**

The Relative Cell Address is a type of cell reference in Microsoft Excel that is modified and replaced while the Autofill feature is used or copied.

## **Q.17 What is the Absolute Cell Address?**

The absolute cell address is a type of cell reference used when the cell address must remain unchanged while the Autofill feature is used or copied. The ‘\$’ sign is used to keep the column and row addresses constant.

## **Q.18 What are Macros in MS Excel?**

A macro is a step or a group of steps that are performed more than once. A macro can then be called on whenever necessary to complete the sequence of actions without the user having to type each step manually. This saves valuable time and effort when performing repetitive tasks with larger sets of data.

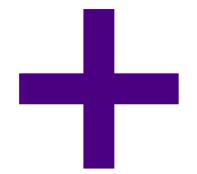
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