



# Top 30

## Microsoft Excel Interview Questions

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## **Excel Interview Questions**

*Interviews are challenging. Job interviews that require any sort of tracking data or simple calculations are even trickier, as this would require a knack of MS-Excel.*

*Excel usage has been increasing in the industry; individuals manage their data in Excel to analyze the business trend*

*And, it could be nerve-wracking for both the interviewer and the interviewee to face such questions. To prepare you for those frequently asked questions, here we present a library of 30 questions and answers picked from real interviews.*

*All the best!*

### **Q1. What is Microsoft Excel?**

**Answer:** Microsoft Excel is an electronic spreadsheet program, created by multiple highly skilled engineers from Microsoft. It enables users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and column.

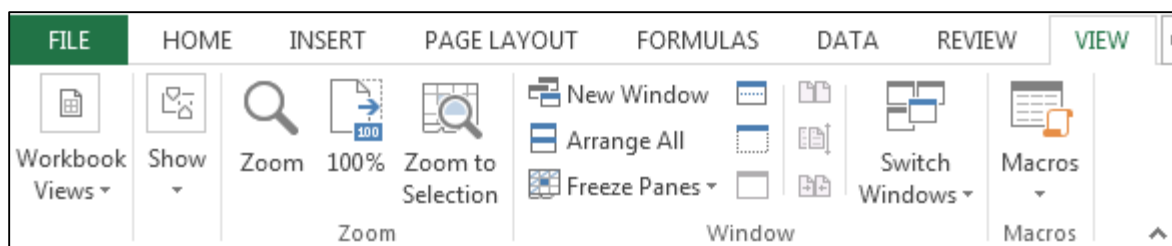
We also use this tool for storing, organizing and manipulating the data. In addition, it also offers programming that supports VBA, and we can use external database to make dynamic reports, analysis etc. Smart use of this program saves a lot of time and helps in creating our own applications too.

### **Q2. What is Ribbon in MS-Excel?**

**Answer:** The ribbon in Excel consists of the tabs at the top. These tabs are split into groups which categorize related command buttons into sub tasks.

Each group has its respective command button and the dialog box launcher, which are present in the lower right corner in some of the groups.

This opens a dialog box containing a bunch of additional options we can choose from.



As per Excel's default settings, we have 8 tabs. Which are:

- File
- Home
- Insert
- Page Layout
- Formulas
- Data
- Review
- View

**Q3. How many rows and columns are there in Microsoft Excel 2003 and later versions?**

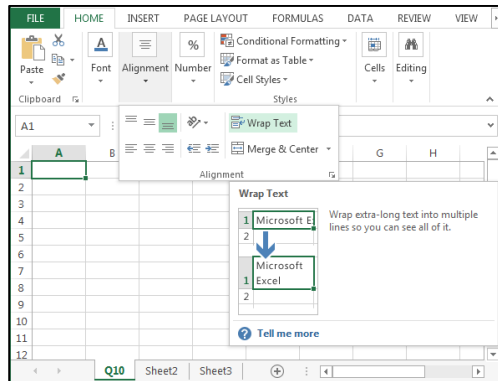
**Answer:** Refer to the table below for the number of rows, columns and cells for Microsoft Excel 2003 & later version:-

Excel Versions	Rows	Columns	Total Cells
MS Excel 2003	65536	256	16777216
MS Excel 2007	1048576	16384	17179869184
MS Excel 2010	1048576	16384	17179869184
MS Excel 2013	1048576	16384	17179869184

**Q4. Which option do we use to adjust the text within a cell and what is the procedure to do it?**

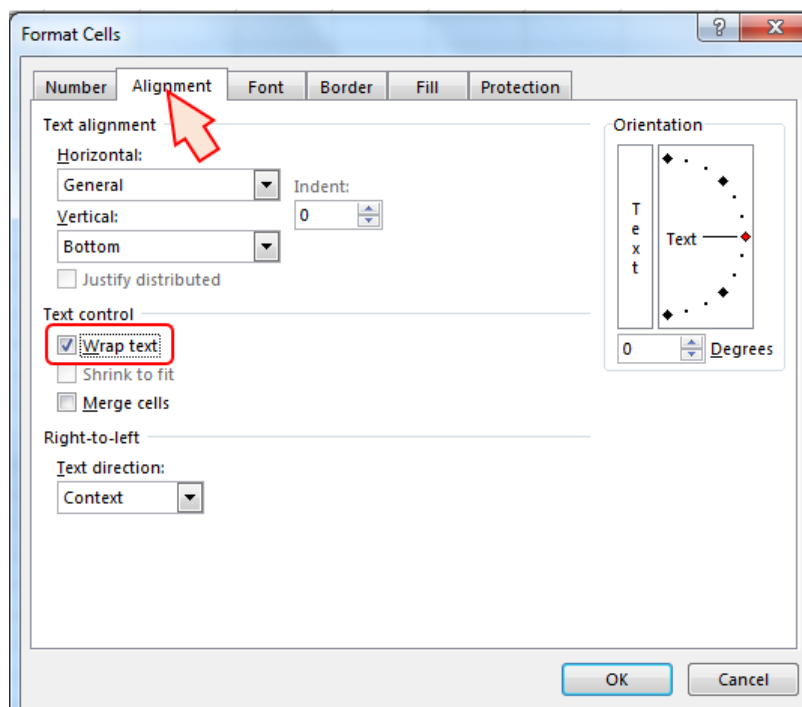
**Answer:** To adjust text in a cell, we use Wrap text option. It can be used in two ways:

Option 1: In the Home tab > Alignment > Wrap Text.



Option 2:

- Press Ctrl+1 on your keyboard
- Format cells dialog box will appear
- In the Alignment Tab
- Click on Wrap text
- And then click on OK



**Check for more examples:**

**[Automatically & manually wrapping text](#)**

**Q5. What is the shortcut to put the filter on data in Microsoft Excel 2013?**

**Answer:** Ctrl+Shift+L is the shortcut key to put the filter in data.

You can find more shortcuts on the below links:

- **[250 Excel Keyboard Shortcuts](#)**
- **[The Best Shortcut Keys](#)**

**Q6. How many report formats are available in Excel and what are their names?**

**Answer:** In Excel, we have three formats available:

- Compact
- Report
- Tabular

**Q7. What is the difference between function and formula in MS-Excel?**

**Answer:**



Basis	Formula	Function
<b>Definition</b>	A formula is a statement written by the user to be calculated.	A function is a piece of code designed to calculate specific values and are used inside formulas.
<b>Location</b>	A formula can be typed directly into the formula bar	A function cannot be typed as its built into the software
<b>Nested</b>	Formula cannot be nested	Functions can be nested
<b>Complexity</b>	Formulas are simple calculations	Functions are used to simplify complicated mathematics
<b>Built-in wizard</b>	Formulas do not have built-in wizards	A function often has a built-in wizard to help user complete them. Example: Vlookup.

### Formula:-

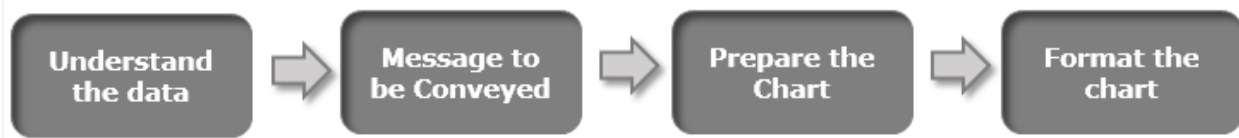
The screenshot shows the Excel interface. In the formula bar, the formula `=A2+A3+A4` is entered and circled in blue. Below, in the worksheet, cell A5 contains the same formula. A blue double-headed arrow connects the formula bar to cell A5, with a text box stating "This is Formula, created by user".

### Functions:-

The screenshot shows the Excel interface. In the formula bar, the function `=SUM(A2:A4)` is entered and circled in blue. Below, in the worksheet, cell A5 contains the same function. A blue double-headed arrow connects the formula bar to cell A5, with a text box stating "This is Function, built-in wizard".

**Q8. What is the process of making a chart and why is it important to make it right?**

**Answer:** Chart is a medium to present the data in graphical visualization, and it is the most important insight of the data. To present the data with perfect visualization and appropriate information, we should always pre-decide on the information to be presented. We prepare the chart and then format it in presentable format.



**Q9. Is it possible to make Pivot Table using multiple sources of data? How?**

**Answer:** Yes, this is possible by using data modelling technique.

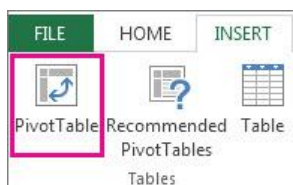
Start with collecting data from various sources:

- Import from a relational database, like Microsoft SQL Server, Oracle, or Microsoft Access. You can import multiple tables at the same time.
- Import multiple tables from other data sources including text files, data feeds, Excel worksheet data, and more. You can add these tables to the Data Model in Excel, create relationships between them, and then use the Data Model to create your PivotTable.

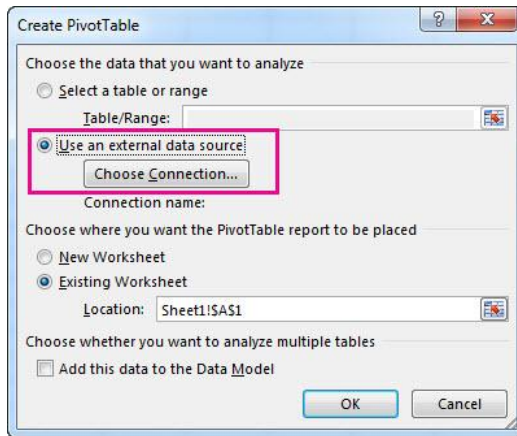
How to use Data Modelling for creating Pivot Table:

After creating relationships between tables, make use of the data for analysis.

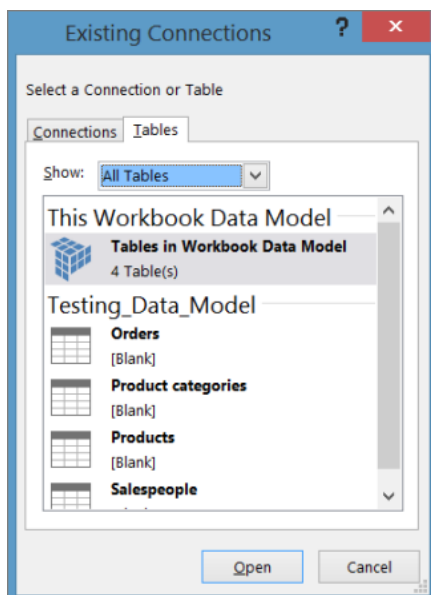
- Click any cell on the worksheet
- Click Insert > PivotTable



- In the Create PivotTable dialog box, under Choose the data that you want to analyze, click Use an external data source



- Click Choose Connection.
- On the Tables tab, in This Workbook Data Model, select Tables in Workbook Data Model.



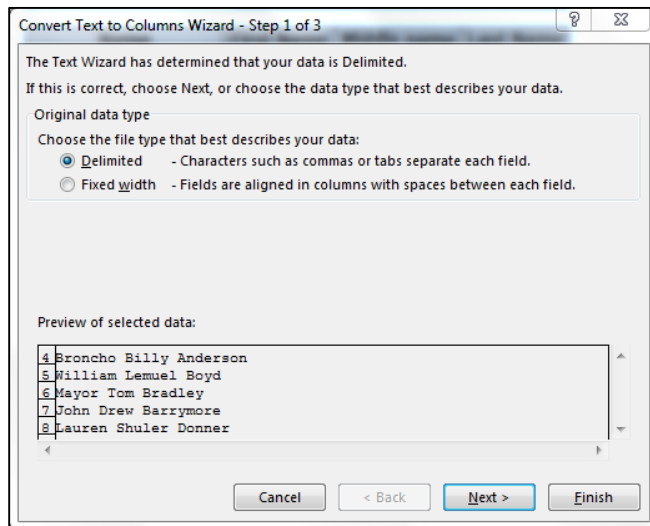
- Click Open, and then click OK to show a Field List containing all the tables in the Data Model.

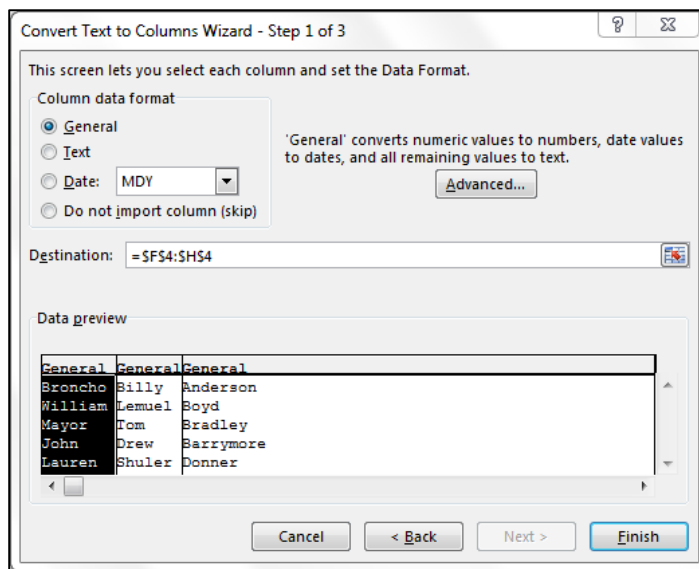
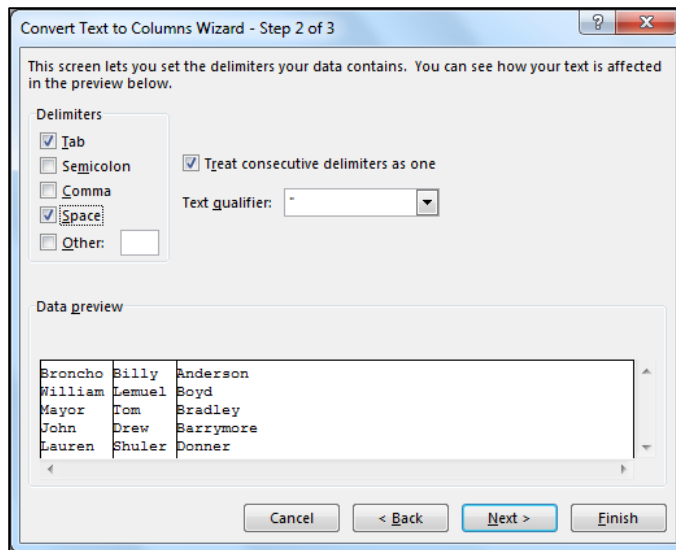
#### Q10. How we can split a column into 2 or more columns?

**Answer:** To split the column into 2 or more columns, we use Text to column option.

*Example:* We have data in range E3:E8 and every cell contains three names with the space. We will follow below steps to split a column into 3 columns:-

- Select the range E4:E8
- Press Alt, A, E on the keyboard
- Text to column dialog box will appear
- Step 1 of 3: Select Delimited, Step 2 of 3:- Click on Space, Step 3 of 3:- Select the destination (where we want to split data).





- Click on OK

Text to column			
Name	First Name	Middle name	Last Name
Broncho Billy Anderson	Broncho	Billy	Anderson
William Lemuel Boyd	William	Lemuel	Boyd
Mayor Tom Bradley	Mayor	Tom	Bradley
John Drew Barrymore	John	Drew	Barrymore
Lauren Shuler Donner	Lauren	Shuler	Donner

**Q11. What is a Dashboard and what are the important things we should keep in mind while creating a dashboard?**

**Answer:** Dashboard is a technique used to present important information through graphical representation. It is helpful in presenting huge data in a single computer screen so it can be monitored with a glance.

There are few things which should be taken care of, while preparing the dashboards:

- 1) Minimum distraction
- 2) Simple, easy to communicate
- 3) Important data
- 4) Few Colors
- 5) Relevant graphs
- 6) Dashboard should be on single computer screen

**Q12. What is the easiest solution to reduce the file size?**

**Answer:** Below are the steps to reduce the file size:

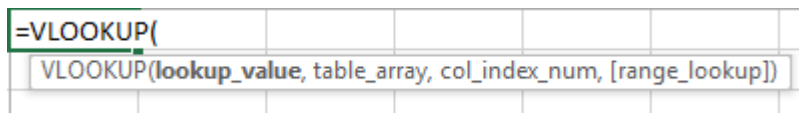
- Find the last cell that contains data in the sheet. Delete all rows and columns after this cell
- To delete the rows, press the key Shift+Space then press Ctrl+Shift+Down on your keyboard
- Rows will get selected till the last row. Press Ctrl+- on the keyboard to delete the blank rows

- To delete the column, Press the key Ctrl+Space then press Ctrl+Shift+Right Arrow key on your keyboard
- Columns will get selected till the last row
- Press Ctrl+- on the keyboard to delete the blank columns

### Q13. What is Syntax of Vlookup?

**Answer:** Vlookup Syntax:

=VLOOKUP(lookup\_value,table\_array,col\_index\_num,[range\_lookup])

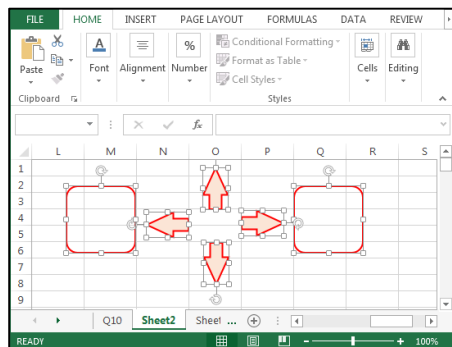


### Q14. How to select all the objects in the sheet?

**Answer:** To select the object, we use Go to Special option.

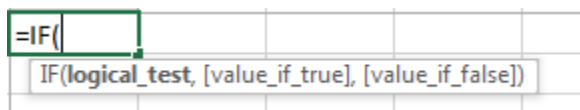
Follow the below steps to select the objects:

- Press the shortcut key F5 to open the Go to Special dialog box
- Click on Special > Click on object > Click on OK
- All objects will get selected



### Q15. What is IF function in Microsoft Excel?

**Answer:** 'If function' is one of the logical functions in Excel. We use this function to check the logical condition and specify the value whether it's true or false. 'If function' has three arguments but only first argument is mandatory and other two are optional.

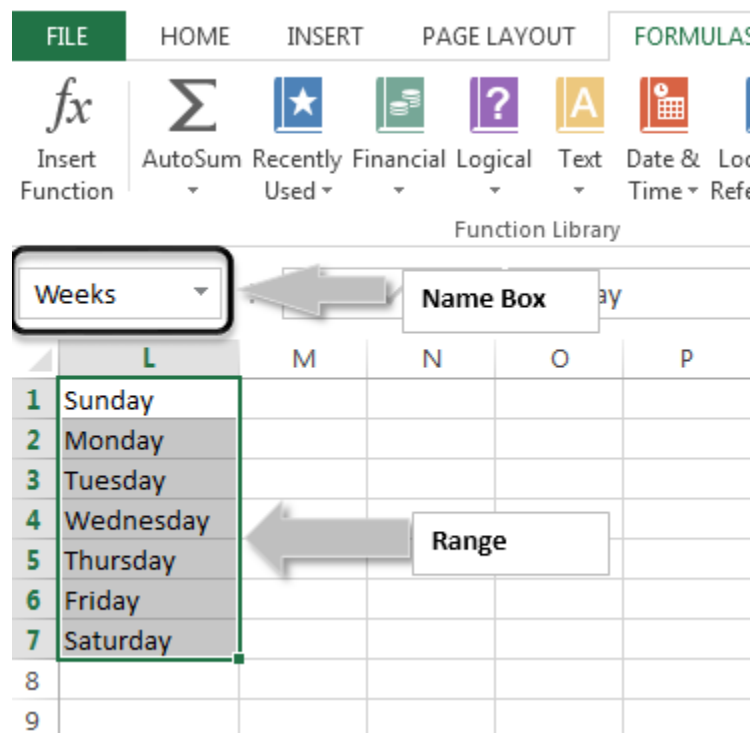


### Q16. What is the use of Name box?

**Answer:** Name Box is located in the left most corner of the Excel sheet. Usually, we use Name box to check the cell reference to the active cell but it has several other uses too.

For Example: We can define the name of the range through Name box. Below are the steps to understand this statement:

- Select the range
- Edit in the Name box
- Type Weeks > Press Enter



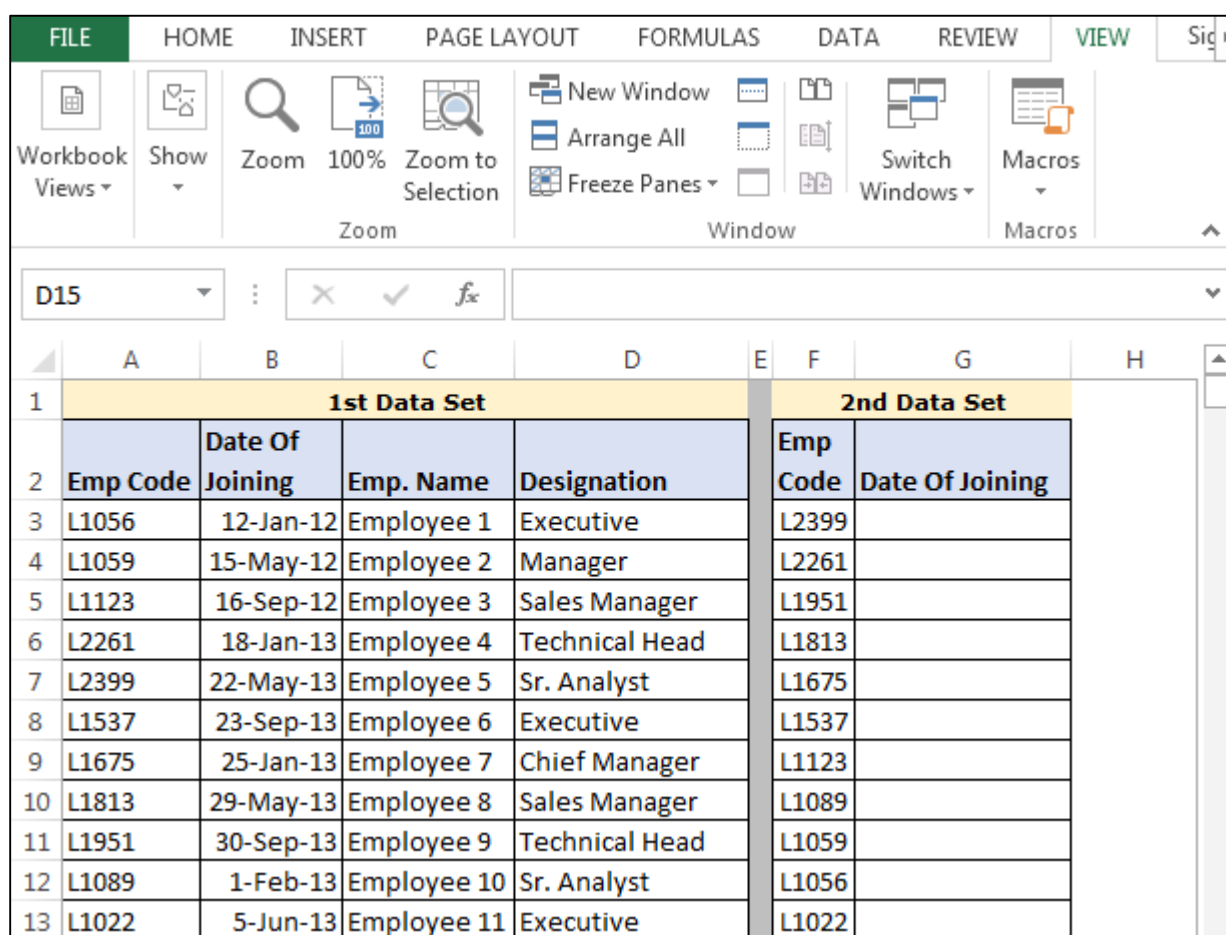


## Q17. What is the use of Vlookup and how do we use it?

**Answer:** Vlookup is used to find the data in the large spreadsheet by lookup value in another worksheet. To use the Vlookup function, we should have common values in both data. For example, we want to search the phone number of a person. So, in order to find out the phone number, we will need the concerned person's name.

### How do we use it?

We have 2 set of HR data in Excel. In the second data, we want to update joining date of every employee from the first data. To use the Vlookup function, data must have the common value.



The screenshot shows the Microsoft Excel interface. The ribbon at the top includes FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The VIEW ribbon is active, showing options like Workbook Views, Show, Zoom (100%), Zoom to Selection, New Window, Arrange All, Freeze Panes, Window, Switch Windows, and Macros. Below the ribbon, the formula bar shows 'D15'. The main data area contains two tables side-by-side.

	1st Data Set				2nd Data Set	
	Emp Code	Date Of Joining	Emp. Name	Designation	Emp Code	Date Of Joining
3	L1056	12-Jan-12	Employee 1	Executive	L2399	
4	L1059	15-May-12	Employee 2	Manager	L2261	
5	L1123	16-Sep-12	Employee 3	Sales Manager	L1951	
6	L2261	18-Jan-13	Employee 4	Technical Head	L1813	
7	L2399	22-May-13	Employee 5	Sr. Analyst	L1675	
8	L1537	23-Sep-13	Employee 6	Executive	L1537	
9	L1675	25-Jan-13	Employee 7	Chief Manager	L1123	
10	L1813	29-May-13	Employee 8	Sales Manager	L1089	
11	L1951	30-Sep-13	Employee 9	Technical Head	L1059	
12	L1089	1-Feb-13	Employee 10	Sr. Analyst	L1056	
13	L1022	5-Jun-13	Employee 11	Executive	L1022	

Follow below steps:-

- Enter the formula in cell G3
- =VLOOKUP(F3,\$A\$3:\$D\$13,2,0)
- Press enter and copy the same formula in the range F4:F13

FILE

HOME

INSERT

PAGE LAYOUT

FORMULAS

DATA

REVIEW

VIEW

Sig

Workbook Views

Show

Zoom

100%

Zoom to Selection

New Window

Arrange All

Freeze Panes

Switch Windows

Macros

G3

=VLOOKUP(F3,\$A\$3:\$D\$13,2,0)

	A	B	C	D	E	F	G	H
1	1st Data Set				2nd Data Set			
2	Emp Code	Date Of Joining	Emp. Name	Designation	Emp Code	Date Of Joining		
3	L1056	12-Jan-12	Employee 1	Executive	L2399	22-May-13		
4	L1059	15-May-12	Employee 2	Manager	L2261	18-Jan-13		
5	L1123	16-Sep-12	Employee 3	Sales Manager	L1951	30-Sep-13		
6	L2261	18-Jan-13	Employee 4	Technical Head	L1813	29-May-13		
7	L2399	22-May-13	Employee 5	Sr. Analyst	L1675	25-Jan-13		
8	L1537	23-Sep-13	Employee 6	Executive	L1537	23-Sep-13		
9	L1675	25-Jan-13	Employee 7	Chief Manager	L1123	16-Sep-12		
10	L1813	29-May-13	Employee 8	Sales Manager	L1089	1-Feb-13		
11	L1951	30-Sep-13	Employee 9	Technical Head	L1059	15-May-12		
12	L1089	1-Feb-13	Employee 10	Sr. Analyst	L1056	12-Jan-12		
13	L1022	5-Jun-13	Employee 11	Executive	L1022	5-Jun-13		

### Q18. How can we view the values in the right most column in Excel?

**Answer:** We can view the value from the right most column through Index and Match function.

Example: We have 2 HR data in Excel. In the second data, we want to update joining date of every employee, from the first data. To use the Vlookup function, data must have the common value.

1st Data Set				2nd Data Set	
Date Of Joining	Emp Code	Emp. Name	Designation	Emp Code	Date Of Joining
12-Jan-12	L1056	Employee 1	Executive	L2399	
15-May-12	L1059	Employee 2	Manager	L2261	
16-Sep-12	L1123	Employee 3	Sales Manager	L1951	
18-Jan-13	L2261	Employee 4	Technical Head	L1813	
22-May-13	L2399	Employee 5	Sr. Analyst	L1675	
23-Sep-13	L1537	Employee 6	Executive	L1537	
25-Jan-13	L1675	Employee 7	Chief Manager	L1123	
29-May-13	L1813	Employee 8	Sales Manager	L1089	
30-Sep-13	L1951	Employee 9	Technical Head	L1059	
1-Feb-13	L1089	Employee 10	Sr. Analyst	L1056	
5-Jun-13	L1022	Employee 11	Executive	L1022	

Follow below steps:-

- Enter the formula in cell G3
- =INDEX(\$A\$3:\$D\$13,MATCH(F3,\$B\$3:\$B\$13,0),1)
- Press Enter
- Copy the formula in range G4:G13.

FILE

HOME

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REVIEW

VIEW



Cut

Copy

Paste

Format Painter

Clipboard

Verdana

8


A<sup>+</sup>

A<sup>-</sup>

B

I


U




A<sup>+</sup>

A<sup>-</sup>

Font




Wrap Text





Merge & Center

Alignment

G3







=INDEX(\$A\$3:\$D\$13,MATCH(F3,\$B\$3:\$B\$13,0),1)

	A	B	C	D	E	F	G	H	I
1	1st Data Set				2nd Data Set				
	Date Of Joining	Emp Code	Emp. Name	Designation	Emp Code	Date Of Joining			
2	12-Jan-12	L1056	Employee 1	Executive	L2399	22-May-13			
3	15-May-12	L1059	Employee 2	Manager	L2261	18-Jan-13			
4	16-Sep-12	L1123	Employee 3	Sales Manager	L1951	30-Sep-13			
5	18-Jan-13	L2261	Employee 4	Technical Head	L1813	29-May-13			
6	22-May-13	L2399	Employee 5	Sr. Analyst	L1675	25-Jan-13			
7	23-Sep-13	L1537	Employee 6	Executive	L1537	23-Sep-13			
8	25-Jan-13	L1675	Employee 7	Chief Manager	L1123	16-Sep-12			
9	29-May-13	L1813	Employee 8	Sales Manager	L1089	1-Feb-13			
10	30-Sep-13	L1951	Employee 9	Technical Head	L1059	15-May-12			
11	1-Feb-13	L1089	Employee 10	Sr. Analyst	L1056	12-Jan-12			
12	5-Jun-13	L1022	Employee 11	Executive	L1022	5-Jun-13			

Formula Explanation: =INDEX(\$A\$3:\$D\$13,MATCH(F3,\$B\$3:\$B\$13,0),1)

- In this formula =INDEX(\$A\$3:\$D\$13 this syntax is used to define the array from which we want to pick the value
- MATCH(F3,\$B\$3:\$B\$13,0) this syntax will help to lookup the value
- At last '1' define is to pick the value as result so 1 implies that we want to pick the value from the 1<sup>st</sup> column

### Q19. How can we merge multiple cells text strings in a cell?

**Answer:** We can merge multiple cells text string by using the Concatenate function and "&" function.

Example: We have three names: First Name, Middle name, Last name in 3 columns. To merge the names and make it a full name, follow the steps below:

A1

⌵

⋮

✖

✓

*fx*

First Name

	A	B	C	F	G	H	I
1	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>				
2	Broncho	Billy	Anderson				
3	William	Lemuel	Boyd				
4	Mayor	Tom	Bradley				
5	John	Drew	Barrymore				
6	Lauren	Shuler	Donner				
7							
8							

### Concatenate Function

- Enter the formula in cell D2
- =CONCATENATE(A2," ",B2," ",C2)

D2

✖

✔

fx

=CONCATENATE(A2," ",B2," ",C2)

	A	B	C	D	E	F
1	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Using Concatenate Formula</b>	<b>Using "&amp;" Formula</b>	
2	Broncho	Billy	Anderson	Broncho Billy Anderson		
3	William	Lemuel	Boyd	William Lemuel Boyd		
4	Mayor	Tom	Bradley	Mayor Tom Bradley		
5	John	Drew	Barrymore	John Drew Barrymore		
6	Lauren	Shuler	Donner	Lauren Shuler Donner		
7						
8						

### "&" use in formula to merge the text:

- Enter the formula in cell E2
- =A2&" "&B2&" "&C2

E2	:	X	✓	<i>fx</i>	=A2&" "&B2&" "&C2
	A	B	C	D	E
1	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Using Concatenate Formula</b>	<b>Using "&amp;" Formula</b>
2	Broncho	Billy	Anderson	Broncho Billy Anderson	Broncho Billy Anderson
3	William	Lemuel	Boyd	William Lemuel Boyd	William Lemuel Boyd
4	Mayor	Tom	Bradley	Mayor Tom Bradley	Mayor Tom Bradley
5	John	Drew	Barrymore	John Drew Barrymore	John Drew Barrymore
6	Lauren	Shuler	Donner	Lauren Shuler Donner	Lauren Shuler Donner
7					

## Q20. What is Sumif function and how to use it?

**Answer:** We use Sumif function to add the cells specified by a given condition or criterion.

Syntax	Range	Criteria	Sum_Range
<b>=SUMIF(range, criteria,[sum_range])</b>	Data range from which we want to retrieve the sum	For which we want to calculate the sum from the data	The range of column from which we want calculate the sum

### How to use it?

We have HR data in which we have salary details of every employee, department wise.

Now, we want to retrieve the total salary amount department wise.

FILE

HOME

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REVIEW

VIEW

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Paste

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Calibri

11

B

I

U

A

A

Font

Alignment

%

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Cells

Editing

A1

Manufacturer

	A	B	C	D	E	F	G	H	I	J
1	Manufacturer	CarId	Month	Year	Purchase Price			Manufacturer	Total Price	
2	Mazda	46	Mar	FY-2010	\$21,757			Mazda		
3	Toyota	35	Feb	FY-2013	\$18,662			Toyota		
4	Toyota	35	Oct	FY-2011	\$18,662			Volkswagen		
5	Toyota	35	Nov	FY-2010	\$18,662			BMW		
6	Mazda	46	Mar	FY-2010	\$21,757			Peugeot		
7	Volkswagen	37	Oct	FY-2010	\$33,280			Honda		
8	BMW	10	Oct	FY-2012	\$64,584					
9	Peugeot	28	Mar	FY-2012	\$28,060					
10	Peugeot	27	Mar	FY-2013	\$22,572					
11	Toyota	34	Apr	FY-2012	\$26,982					
12	Honda	19	Apr	FY-2010	\$23,108					
13	Mazda	46	Apr	FY-2010	\$21,757					
14	Peugeot	27	Sep	FY-2012	\$22,572					
15	Mazda	46	May	FY-2013	\$21,757					
16	Toyota	34	Apr	FY-2012	\$26,982					
17	Mazda	46	Nov	FY-2011	\$21,757					

Follow these steps:

- Enter the formula in cell I2
- =SUMIF(\$A\$2:\$E\$17,\$H2,\$E\$2:\$E\$17) and press Enter
- Copy the same formula in the range

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in

Paste Clipboard Font Alignment Number Styles

Conditional Formatting Format as Table Cell Styles

Cells Editing

I2 :  $\times$   $\checkmark$   $f_x$  =SUMIF(\$A\$2:\$F\$17,\$H2,\$E\$2:\$E\$17)+SUMIF(\$A\$2:\$F\$17,\$H2,\$F\$2:\$F\$17)

	A	B	C	D	E	F	G	H	I	J
1	Manufacturer	CarId	Month	Year	Purchase Price	Discount		Manufacturer	Total Price	
2	Mazda	46	Mar	FY-2010	\$21,757	\$2,176		Mazda	\$119,665	
3	Toyota	35	Feb	FY-2013	\$18,662	\$1,866		Toyota	\$120,944	
4	Toyota	35	Oct	FY-2011	\$18,662	\$1,866		Volkswagen	\$36,608	
5	Toyota	35	Nov	FY-2010	\$18,662	\$1,866		BMW	\$71,042	
6	Mazda	46	Mar	FY-2010	\$21,757	\$2,176		Peugeot	\$80,525	
7	Volkswag	37	Oct	FY-2010	\$33,280	\$3,328		Honda	\$25,418	
8	BMW	10	Oct	FY-2012	\$64,584	\$6,458				
9	Peugeot	28	Mar	FY-2012	\$28,060	\$2,806				
10	Peugeot	27	Mar	FY-2013	\$22,572	\$2,257				
11	Toyota	34	Apr	FY-2012	\$26,982	\$2,698				
12	Honda	19	Apr	FY-2010	\$23,108	\$2,311				
13	Mazda	46	Apr	FY-2010	\$21,757	\$2,176				
14	Peugeot	27	Sep	FY-2012	\$22,572	\$2,257				
15	Mazda	46	May	FY-2013	\$21,757	\$2,176				

### Formula Explanation:

- **\$A\$2:\$E\$17** it is the range of data
- **\$H2** is the criterion for which formula will calculate the sum
- **, \$E\$2:\$E\$17** is the sum range in the data

### Q21. What is Countif function and how to use it?

**Answer:** We use Countif function to count the specified cells, with a given condition or criterion.



Example: We have HR data with salary details of every employee, department wise. Now, we want to count number of employees department wise.

	A	B	C	D	E	F	G	H	I
1	<b>Manufacturer</b>	<b>CarId</b>	<b>Month</b>	<b>Year</b>	<b>Purchase Price</b>			<b>Manufacturer</b>	<b>Total Price</b>
2	Mazda	46	Mar	FY-2010	\$21,757			Mazda	
3	Toyota	35	Feb	FY-2013	\$18,662			Toyota	
4	Toyota	35	Oct	FY-2011	\$18,662			Volkswagen	
5	Toyota	35	Nov	FY-2010	\$18,662			BMW	
6	Mazda	46	Mar	FY-2010	\$21,757			Peugeot	
7	Volkswagen	37	Oct	FY-2010	\$33,280			Honda	
8	BMW	10	Oct	FY-2012	\$64,584				
9	Peugeot	28	Mar	FY-2012	\$28,060				
10	Peugeot	27	Mar	FY-2013	\$22,572				
11	Toyota	34	Apr	FY-2012	\$26,982				
12	Honda	19	Apr	FY-2010	\$23,108				
13	Mazda	46	Apr	FY-2010	\$21,757				
14	Peugeot	27	Sep	FY-2012	\$22,572				
15	Mazda	46	May	FY-2013	\$21,757				
16	Toyota	34	Apr	FY-2012	\$26,982				
17	Mazda	46	Nov	FY-2011	\$21,757				

- Enter the formula in cell I2
- =COUNTIF(\$A\$2:\$A\$17,H2)
- Copy the same formula for the all manufacturer

### Few more examples:

1. [COUNTIF in Microsoft Excel](#)

2. [COUNT Functions: COUNT, COUNTA, COUNTIF and COUNTBLANK](#)
3. [How to use COUNT functions](#)

## Q22. What is Nested IF function?

**Answer:** When we have multiple conditions to meet, we can make use of IF function 7 times, which is called Nested IF function.

Example: In cell A1, there is drop down list of A, B, C & D. If A is selected then cell B1 should return Excellent, on selection of B result should be good, for C result should be Bad and D should be poor.

B1	:				=IF(A1="A","Excellent",IF(A1="B","Good",IF(A1="C","Bad",IF(A1="D","Very Bad")))))							
	A	B	C	D	E	F	G	H	I	J	K	L
1	A	Excellent										
2												

B1	:				=IF(A1="A","Excellent",IF(A1="B","Good",IF(A1="C","Bad",IF(A1="D","Very Bad")))))							
	A	B	C	D	E	F	G	H	I	J	K	L
1	B	Good										
2												
3												

B1	:				=IF(A1="A","Excellent",IF(A1="B","Good",IF(A1="C","Bad",IF(A1="D","Very Bad")))))							
	A	B	C	D	E	F	G	H	I	J	K	L
1	C	Bad										
2												

B1	:				=IF(A1="A","Excellent",IF(A1="B","Good",IF(A1="C","Bad",IF(A1="D","Very Bad")))))							
	A	B	C	D	E	F	G	H	I	J	K	L
1	D	Very Bad										
2												

### **Q23. What is Pivot table and why we use it?**

**Answer:** Pivot table allows quick summarizing of large data. We can calculate the field and arrange the data in presentable way in just few minutes. Most of the Excel experts believe that Pivot table is the most powerful tool.

#### **Why do we use it?**

- Pivot table gives us flexibility and analytical power
- It is a time saver source in Excel
- Listing unique values in any column of a table
- Making a dynamic pivot chart
- Linking data sources outside excel and be able to make pivot reports out of such data

### **Q24. How to use advanced filter?**

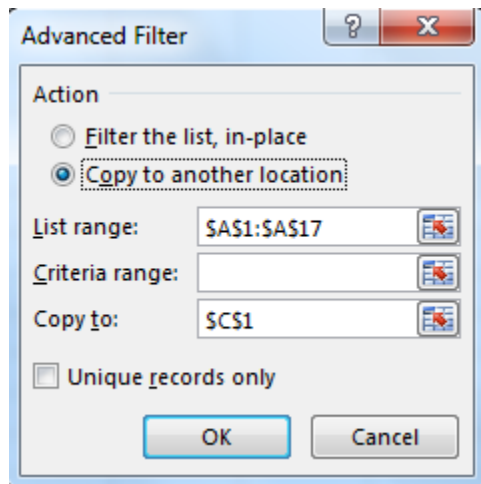
**Answer:** We use advanced filter to extract the unique list of items or we can extract the specific item from different worksheets. We can say that advanced filter is an advanced version of Auto filter.

Example: In a range, we have duplicate products and we want to filter only unique list.

<div> <div>A1</div> <div>:</div> <div> <div>✕</div> <div>✓</div> <div><i>f<sub>x</sub></i></div> </div> <div>Manufacturer</div> </div>					
	A	B	C	D	E
1	<b>Manufacturer</b>				
2	Mazda				
3	Toyota				
4	Toyota				
5	Toyota				
6	Mazda				
7	Volkswagen				
8	BMW				
9	Peugeot				
10	Peugeot				
11	Toyota				
12	Honda				
13	Mazda				
14	Peugeot				
15	Mazda				
16	Toyota				
17	Mazda				

Follow below steps:

- Select the data range
- Go to Data tab > Click on Advanced
- Advanced dialog box will open
- Click on copy to another location
- Select the destination



- Click on OK

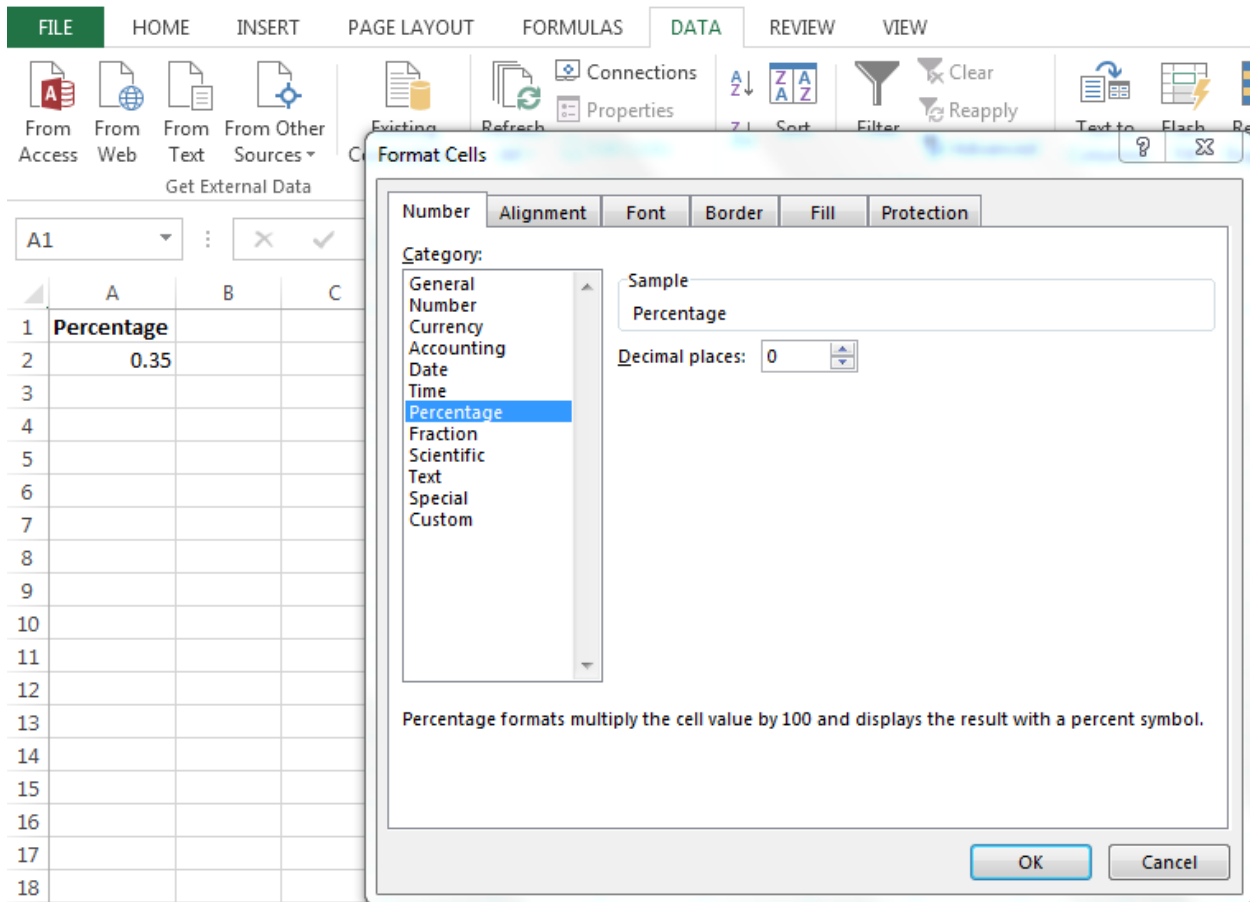
Extract				Manufacturer		
	A	B	C	D	E	F
1	<b>Manufacturer</b>		<b>Manufacturer</b>			
2	Mazda		Mazda			
3	Toyota		Toyota			
4	Toyota		Volkswagen			
5	Toyota		BMW			
6	Mazda		Peugeot			
7	Volkswagen		Honda			
8	BMW					
9	Peugeot					
10	Peugeot					
11	Toyota					
12	Honda					
13	Mazda					
14	Peugeot					
15	Mazda					
16	Toyota					
17	Mazda					
18						

## Q25. How we can change the cell formatting?

**Answer:** To change the cell formatting "Format cell" option is used.

Example: In cell A1, the value is to be converted into percentage, change the number appearance by following these steps:

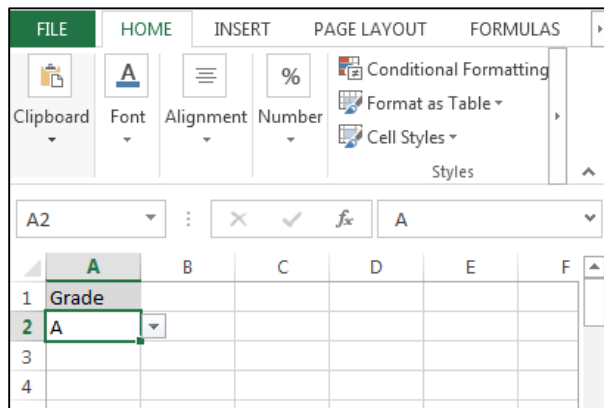
- Press Ctrl+1 shortcut key to open Format cells dialog box
- In the number category, click on Percentage option
- Click on OK



## Q26. What is conditional formatting and how to use it?

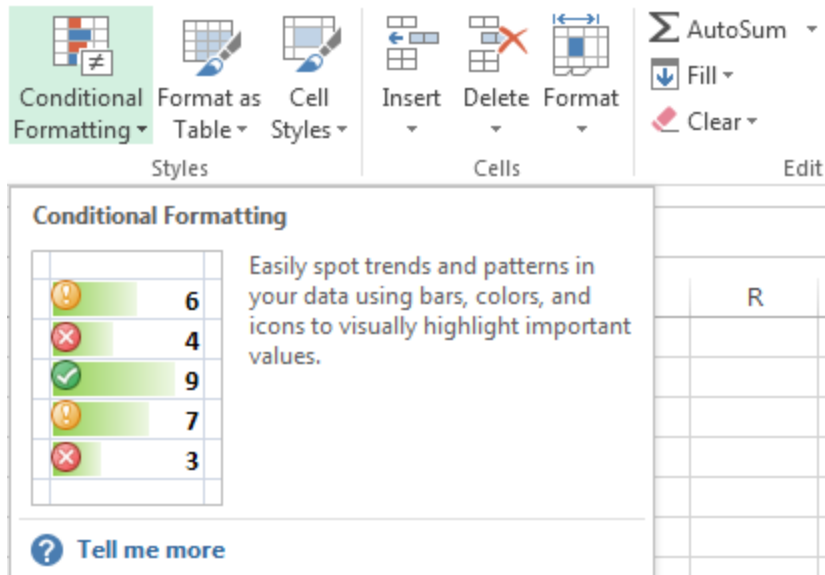
**Answer:** Conditional formatting is a tool that allows us to highlight the cells or range on the basis of few conditions and that formatting is always based on the values or text which can be automatically changed.

Example: In cell A1, there is a drop down list of A, B, C & D. If A is selected, then cell should be highlighted in green color, If B is selected then cell color should be blue, in case of C it should be yellow and if D is selected, then it should be highlighted in red color.



Follow these steps:

- Select the Cell A2
- Go to Home Tab > Conditional Formatting > New Rule > Use a formula to determine which cells to format



- Enter the formula in tab
- Click on Format > Format cells dialog box will appear > Fill tab > Choose color > Click on OK
- Follow the same procedure for the rest of the grades



New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

= \$A\$2="A"

Preview: AaBbCcYyZz

Format...

OK Cancel

New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

= \$A\$2="B"

Preview: AaBbCcYyZz

Format...

OK Cancel

New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

= \$A\$2="C"

Preview: AaBbCcYyZz

Format...

OK Cancel

New Formatting Rule

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

= \$A\$2="D"

Preview: AaBbCcYyZz

Format...

OK Cancel

## Q27. How to make drop down list?

**Answer:** We make the drop down list by using the data validation in Microsoft Excel.

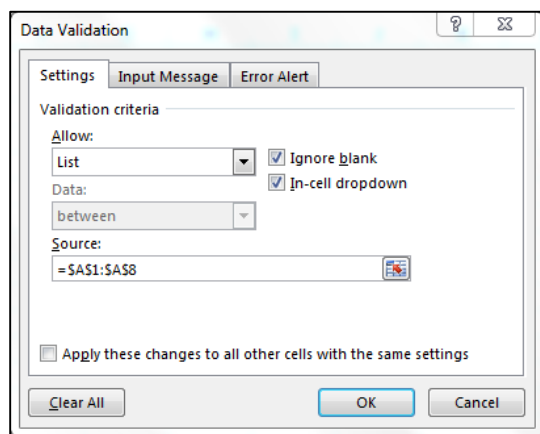
Example: We want to create weekday's list in a cell.

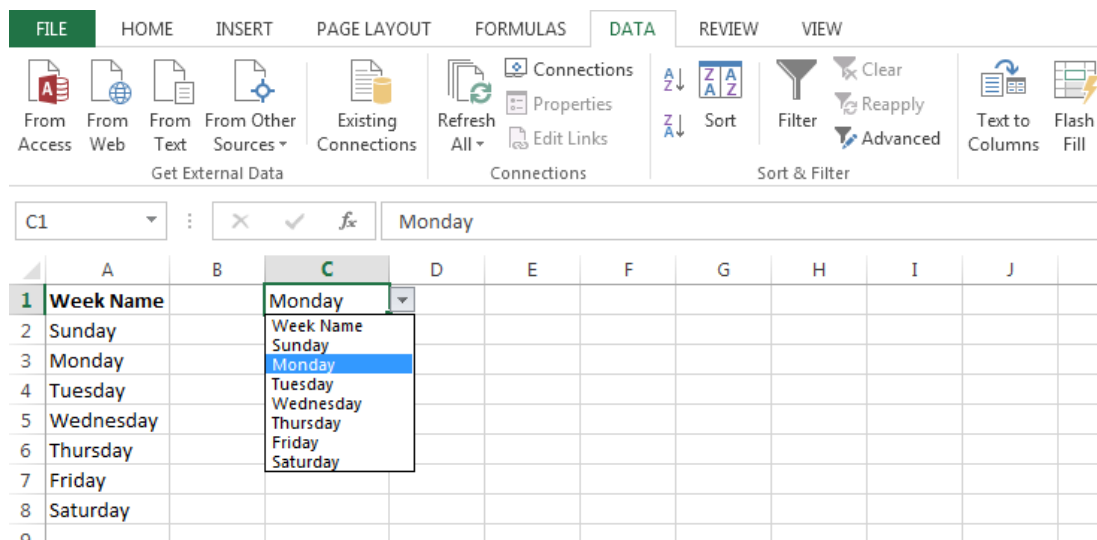
Follow these steps:

Make the weekday's list in column A.

Select the cell in which we want to create the drop down list.

- Go to Data tab > Data validation > Data Validation dialog box will open
- In Settings tab > List (Allow) > Source (Select the range A1:A8) > Click on ok
- In Cell C1, drop down list will be created



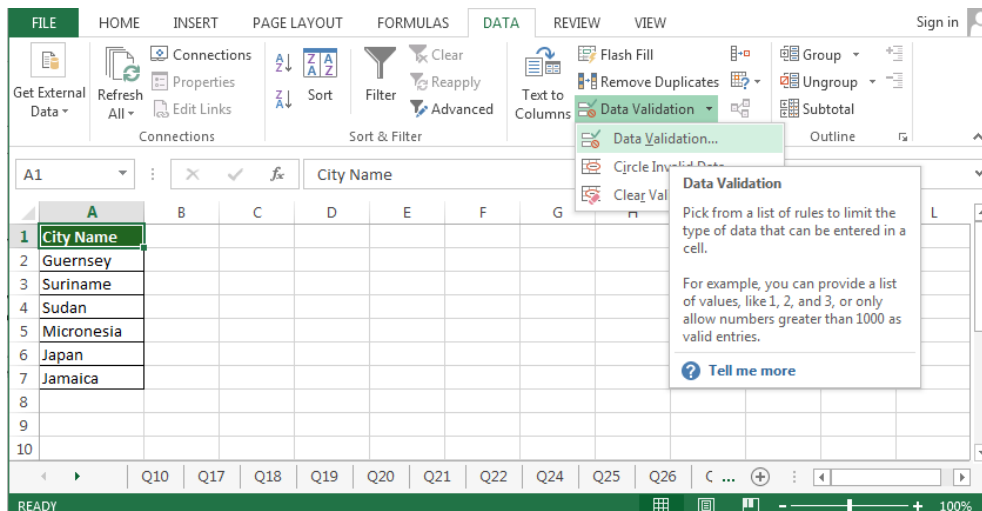


## Q28. How to make dynamic drop down list?

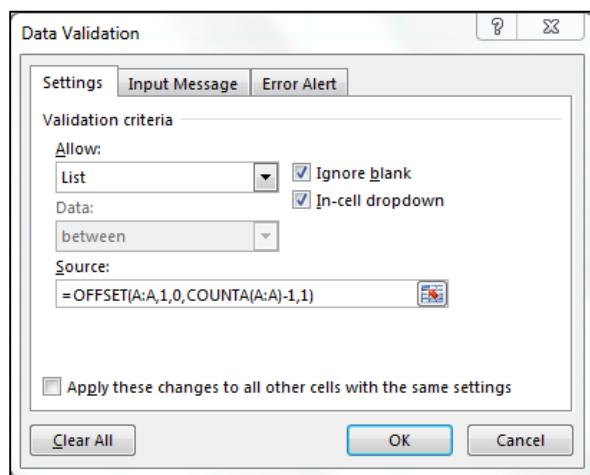
**Answer:** To add item in the list, always create the dynamic list. This list picks the added value automatically and no editing is required within the list. To create dynamic drop down list, we use offset function along with Countif function.

Steps to create the dynamic list:

- Select the cell C1
- Go to the Data tab>Data Validation > Data Validation dialog box will appear



- In the Settings tab >List (Allow)
- Enter the formula in formula box
- =OFFSET(A:A,1,0,COUNTA(A:A)-1,1)
- Click on OK



### Q29. How can we determine the day of the week for a particular date?

**Answer:** By using the Weekday function, we can return to the day of the week of a particular date.

Example: In cell A1, its today's date and we want to return the weekday and count from Sunday. Follow these steps:

- Enter the formula in Cell B1
- =WEEKDAY(A1,1) press Enter
- Formula will return 3, it means today is 3<sup>rd</sup> day of the week

B1

:

✕

✓

fx

=WEEKDAY(A1,1)

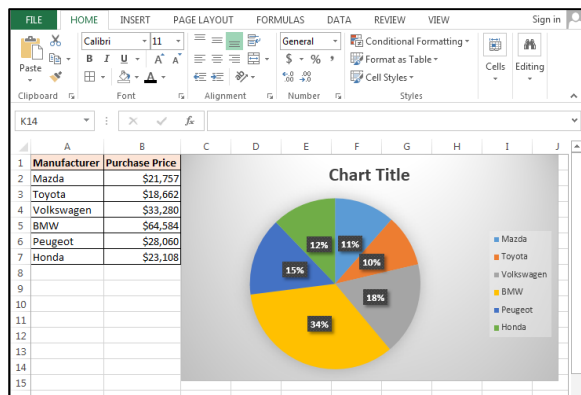
	A	B	C	D	E	F	G	H	I
1	7/14/2015	3							
2									
3									

### Q30. What is chart and how can we use it?

**Answer:** Chart is the way to represent the data in graphical visualization. We can present the data in a more informative, easy to understand manner by using the chart. In Excel, we have 10 types of charts. Ex: - For representation of sales performance chart, bar chart is suitable.

Say, we have manufacturers' data with purchase price. We want to see the contribution of every manufacturer; therefore, we will use pie chart.

- Select the data range
- Go to Insert tab > Charts > Select Pie Chart



In the above image, we can see very clearly that which manufacturer has contributed more than others and which manufacturer has contributed the least.