Advanced Excel Interview Questions and Answers

Q: What is the shortcut key to create a pivot table in Excel?

  A. Alt + N + V

  B. Alt + D + P

  C. Ctrl + T

  D. Alt + P + T

Answer: Alt + N + V

Explanation: Alt + N + V is the shortcut key to open the Create PivotTable dialog box in Excel.

Q: Which function can be used to sum values that meet multiple criteria?

  A. SUMIF

  B. SUMIFS

  C. SUMPRODUCT

  D. SUM

Answer: SUMIFS

Explanation: SUMIFS can be used to sum values based on multiple criteria.

Q: What does the VLOOKUP function do?

  A. Looks up a value in a vertical column

  B. Looks up a value in a horizontal row

  C. Calculates the sum of a range

  D. Sorts data in ascending order

Answer: Looks up a value in a vertical column

Explanation: VLOOKUP searches for a value in the first column of a table array and returns a value

in the same row from a specified column.

Q: How can you remove duplicate values in Excel?

    A. Use the UNIQUE function

    B. Use the Remove Duplicates feature

    C. Use a Pivot Table

    D. All of the above

Answer: All of the above

Explanation: Excel offers multiple ways to remove duplicates: the UNIQUE function in Office 365, the Remove Duplicates feature, and using Pivot Tables.

Q: What is the purpose of the 'Values' area in a pivot table?

    A. To filter data

    B. To display aggregate data

    C. To create row labels

    D. To create column labels

Answer: To display aggregate data

Explanation: The 'Values' area of a pivot table is used to display aggregate data like sums, averages, counts, etc.

Q: How can you update a pivot table if the source data has changed?

    A. Create a new pivot table

    B. Refresh the pivot table

    C. Delete the old pivot table and create a new one

    D. None of the above

Answer: Refresh the pivot table

Explanation: To update a pivot table when the source data changes, you need to refresh it by right-clicking on the pivot table and selecting 'Refresh'.

Q: Which formula would you use to find the nth largest value in a range?

A. LARGE(range, n)

B. MAX(range)

C. RANK(range, n)

D. NTH(range, n)

Answer: LARGE(range, n)

Explanation: The LARGE function is used to find the nth largest value in a range.

Q: How does the INDEX(MATCH) function combination work?

A. INDEX returns a value within a range, and MATCH locates a value's position in a range

B. MATCH returns a value within a range, and INDEX locates a value's position in a range

C. Both functions return values within ranges

D. Neither function returns values within ranges

Answer: INDEX returns a value within a range, and MATCH locates a value's position in a range

Explanation: The combination of INDEX and MATCH functions is powerful for looking up values because MATCH finds the position and INDEX returns the value at that position.

Q: What is Power Query used for in Excel?

A. Data visualization

B. Data import and transformation

C. Creating charts

D. Writing macros

Answer: Data import and transformation

Explanation: Power Query is used for data import and transformation in Excel.

Q: How can you apply conditional formatting to a cell based on its value?

A. Use the 'Format Cells' dialog

B. Use the 'Conditional Formatting' menu

C. Use the 'Data Validation' menu

D. Use the 'Insert' menu

Answer: *Use the 'Conditional Formatting' menu*

Explanation: Conditional formatting can be applied to cells based on their values using the 'Conditional Formatting' menu.

Q: What is the purpose of the 'Report Filter' in a pivot table?

A. To filter data displayed in rows

B. To filter data displayed in columns

C. To filter the entire pivot table based on a selected value

D. To format the pivot table

Answer: *To filter the entire pivot table based on a selected value*

Explanation: The 'Report Filter' allows you to filter the entire pivot table by selecting a value from a list, showing only the data that matches the filter.

Q: How do you use the IFERROR function in Excel?

A. To return a custom value if a formula results in an error

B. To calculate the average of a range

C. To apply conditional formatting

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Answer: *To return a custom value if a formula results in an error*

Explanation: The IFERROR function returns a specified value if a formula evaluates to an error; otherwise, it returns the result of the formula.

Q: Which Excel function can be used to find the rank of a number in a list of numbers?

A. RANK

B. INDEX

C. MATCH

D. LARGE

Answer: RANK

Explanation: The RANK function returns the rank of a number in a list of numbers: its size relative to other values in the list.

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    A. VLOOKUP looks up data vertically, HLOOKUP looks up data horizontally

    B. VLOOKUP looks up data horizontally, HLOOKUP looks up data vertically

    C. There is no difference

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Answer: VLOOKUP looks up data vertically, HLOOKUP looks up data horizontally

Explanation: VLOOKUP searches for a value in the first column of a table array and returns a value in the same row from a specified column. HLOOKUP searches for a value in the first row and returns a value in the same column from a specified row.

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    A. Use the 'Greater Than' rule in Conditional Formatting

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Answer: Use the 'Greater Than' rule in Conditional Formatting

Explanation: In the Conditional Formatting menu, you can use the 'Greater Than' rule to highlight cells with values greater than a specified number.

Q: What is the purpose of the 'Power Pivot' feature in Excel?

    A. To create pivot tables

    B. To manage large data sets and create complex data models

C. To apply conditional formatting

D. To write macros

Answer: To manage large data sets and create complex data models

Explanation: Power Pivot allows users to import large data sets, create complex data models, and perform more powerful data analysis than standard pivot tables.

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A. Use the 'Fill Handle'

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Answer: Use the 'Fill Handle'

Explanation: The Fill Handle can be used to automatically fill a series of cells with data following a pattern, such as dates or numbers.

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A. COUNT

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A. VLOOKUP looks up data vertically, HLOOKUP looks up data horizontally

B. VLOOKUP looks up data horizontally, HLOOKUP looks up data vertically

C. There is no difference

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C. Use the 'Insert' menu

D. Use the 'Data Validation' menu

Answer: Use the 'Fill Handle'

Explanation: The Fill Handle can be used to automatically fill a series of cells with data following a pattern, such as dates or numbers.

Q: Which function would you use to count the number of cells that meet a specific criterion?

   A. COUNT

   B. COUNTA

   C. COUNTIF

   D. COUNTBLANK

Answer: COUNTIF

Explanation: The COUNTIF function counts the number of cells that meet a specific criterion.

Q: What does the 'Data Validation' feature in Excel do?

   A. It ensures that data entered into a cell meets certain criteria

   B. It formats cells based on their values

   C. It imports data from external sources

   D. It creates charts

Answer: It ensures that data entered into a cell meets certain criteria

Explanation: Data Validation restricts the type of data or the values that users can enter into a cell.

Q: How do you protect a worksheet in Excel?

   A. Go to the 'Review' tab and select 'Protect Sheet'

   B. Go to the 'Insert' tab and select 'Protect Sheet'

   C. Go to the 'Data' tab and select 'Protect Sheet'

   D. Go to the 'File' tab and select 'Protect Sheet'

Answer: Go to the 'Review' tab and select 'Protect Sheet'

Explanation: You can protect a worksheet by going to the 'Review' tab and selecting 'Protect Sheet', then setting the desired protection options.