



Skill Made Easy

Learn More Do More Get More

HR Round + Technical Round + Practical Round

HR ROUND (Basic)

Q1. Tell me about yourself

👉 Answer:

“I have strong skills in Excel including formulas, pivot tables, and dashboards. I have worked on data analysis and reporting, and I enjoy solving real business problems using Excel.”

Q2. Why do you want this job?

👉 Answer:

“I want to apply my Excel and data analysis skills in a professional environment and grow my career.”

Q3. What are your strengths in Excel?

👉 Answer:

“My strengths include data cleaning, using formulas like IF, XLOOKUP, and creating dashboards.”

Q4. What are your weaknesses?

👉 Answer:

“I am currently improving my VBA skills to automate tasks more efficiently.”

Q5. Can you work with large datasets?

👉 Answer:

“Yes, I use Pivot Tables, filters, and Power Query to manage large data.”

TECHNICAL ROUND (Core Excel)

Q6. What is XLOOKUP and why is it better?

👉 Answer:

“XLOOKUP is a modern lookup function that works both vertically and horizontally and does not require column index.”

Q7. Difference between VLOOKUP and INDEX + MATCH?

👉 Answer:

“INDEX + MATCH is more flexible and faster, especially for large datasets.”

Q8. Explain IF function with example

👉 Answer:

=IF(A1>50,"Pass","Fail")

Graduatelndia.Com
Do Your Graduation & Post Graduation
From UGC Approved University
Get upto **25% Discount**
in Online & Distance University **ENROLL NOW!**



Skill Made Easy

Learn More Do More Get More

Q9. What is a Pivot Table?

👉 Answer:

“It is used to summarize and analyze large datasets quickly.”

Q10. What is Conditional Formatting?

👉 Answer:

“It highlights data based on conditions, like showing top values in color.”

Q11. What is Data Validation?

👉 Answer:

“It restricts the type of data entered in a cell.”

Q12. What is Power Query?

👉 Answer:

“It is used to clean and transform data automatically.”

Q13. What is a Dashboard?

👉 Answer:

“A dashboard is a visual representation of data using charts and KPIs.”

Q14. What is IFERROR?

👉 Answer:

“It handles errors and shows a custom result instead of errors.”

Q15. What are Macros?

👉 Answer:

“Macros are used to automate repetitive tasks in Excel.”

PRACTICAL ROUND (Most Important 🧨)

Q16. You have 10,000 rows of sales data. What will you do?

👉 Answer:

“I will clean data, use Pivot Table for summary, and create charts for insights.”

Q17. How will you find duplicate values?

👉 Answer:

“I will use Conditional Formatting or Remove Duplicates.”

Q18. How will you create a sales report?

👉 Answer:

“I will use Pivot Table, charts, and highlight key values.”

Q19. How will you automate a monthly report?

👉 Answer:

“I will use formulas, Pivot Tables, and Macros.”

Graduatelndia.Com
Do Your Graduation & Post Graduation
From UGC Approved University
Get upto **25% Discount**
in Online & Distance University **ENROLL NOW!**



Skill Made Easy

Learn More Do More Get More

Q20. How will you create a dashboard?

👉 Answer:

“I will use charts, slicers, and KPIs to create an interactive dashboard.”

Q21. How will you handle missing data?

👉 Answer:

“I will use IFERROR, filters, or replace missing values.”

Q22. How will you clean messy data?

👉 Answer:

“I will use Power Query, Text to Columns, and remove duplicates.”

Q23. How will you compare two datasets?

👉 Answer:

“I will use VLOOKUP or XLOOKUP.”

Q24. How will you highlight top performers?

👉 Answer:

“I will use Conditional Formatting.”

Q25. How will you improve Excel performance?

👉 Answer:

“I will avoid heavy formulas, use tables, and optimize data.”

Graduatelndia.Com
Do Your Graduation & Post Graduation
From UGC Approved University
Get upto **25% Discount**
in Online & Distance University **ENROLL NOW!**