

55 Google Sheets interview questions to ask candidates (with answers)

Questions

1. How would you explain the difference between absolute and relative cell references in Google Sheets to a non-technical colleague?
2. Describe a situation where you used Google Sheets to solve a business problem. What was the problem, and how did you approach it?
3. If you needed to combine data from multiple sheets into one, how would you approach this task?
4. How would you go about creating a dashboard in Google Sheets to visualize key performance indicators (KPIs) for a marketing campaign?
5. Can you explain how you would use Google Sheets to forecast sales for the next quarter based on historical data?
6. How would you ensure data integrity and accuracy when multiple team members are working on the same Google Sheet?
7. If you were tasked with automating a repetitive process in Google Sheets, how would you approach it?
8. How would you sort data in Google Sheets based on multiple columns?
9. Explain the purpose of the VLOOKUP function and provide an example of when you might use it.
10. How would you remove duplicate entries from a dataset in Google Sheets?
11. Describe how you would create a pivot table to summarize sales data by product and region.
12. What's the difference between COUNT, COUNTA, and COUNTIF functions? When would you use each?
13. How would you calculate the percentage change between two values in Google Sheets?
14. Explain how you would use conditional formatting to highlight cells based on their values.
15. How would you split a full name column into separate first name and last name columns?
16. Describe the process of creating a drop-down list in a cell for data validation.
17. How would you use the SUMIF function to sum values based on a specific condition?
18. Explain how you would create a line chart to visualize monthly sales trends.
19. How would you use the CONCATENATE function to combine text from multiple cells?
20. Describe how you would use the IF function to categorize data based on certain conditions.
21. How would you calculate the average of the top 5 values in a range?
22. Explain how you would use the GOOGLFINANCE function to pull current stock prices.
23. How would you create a running total in a column using formulas?
24. Describe how you would use the QUERY function to filter and manipulate data.
25. How would you use the IMPORTRANGE function to pull data from another Google Sheet?
26. Explain how you would create a heat map using conditional formatting.
27. How would you use the ARRAYFORMULA function to apply a formula to an entire column efficiently?
28. How would you use the SUM function in Google Sheets?
29. Explain how you would use the AVERAGE function to find the mean value of a data set in Google Sheets.
30. How would you use the UNIQUE function to identify unique values in a column?
31. Describe a situation where you would use the TRANSPOSE function.
32. How would you handle errors in formulas using the IFERROR function?
33. How can you use the TODAY function to keep track of dates?
34. What is the purpose of the TEXT function and how would you use it?
35. How do you use the LEFT, RIGHT, and MID functions to manipulate text in Google Sheets?
36. How would you use the FILTER function to extract specific data sets from a larger dataset?
37. Can you explain how to create a custom formula in Google Sheets? Provide an example of when you might need one.
38. Describe how you would implement data validation to restrict data entry in a specific format within a cell.
39. How would you use the SPLIT function to separate data in a single cell into multiple cells?
40. What steps would you take to automate data entry tasks in Google Sheets using Google Apps Script?
41. Explain how you would use named ranges in Google Sheets and why they can be beneficial.
42. How can you use the REGEXMATCH function to filter data based on specific text patterns?
43. Describe the process for creating a summary table using the QUERY function to analyze survey results.
44. How would you merge multiple sheets into one while avoiding data loss?
45. Can you explain the use of the ARRAYFORMULA in Google Sheets and give an example of its application?
46. Describe a time when you had to present complex data in Google Sheets. How did you ensure your audience understood the information?
47. Imagine you are working on a project with a tight deadline and discover an error in a crucial dataset. What steps would you take to correct the error quickly?
48. How would you approach sharing a Google Sheet with team members who have varying levels of expertise with the tool?
49. If a client requested a specific report format that Google Sheets does not support natively, how would you handle the situation?
50. Describe how you would prioritize tasks in Google Sheets when managing multiple projects at once.
51. Can you give an example of how you've used Google Sheets to track progress on a project? What features did you utilize?