

AutoSum

1. Given the following table, calculate the total sales using the AutoSum function:

Product	Quantity	Price	Total
Pen	10	5	
Book	3	40	
Bag	2	500	
Total			

- Task:
- Use formula to calculate Total = Quantity * Price for each row.
- Use AutoSum to get the grand total in the last row.

2. (5 Marks) Write the steps to use AutoSum in Excel.

Logical Functions

3. In a class marks sheet, write an IF formula to assign "Pass" if marks are more than or equal to 35, otherwise "Fail".

Student	Marks	Result
John	45	
Rani	30	

- Write the formula you would use in the Result column.

4. Explain the difference between the AND and OR functions with one example each.

Date & Time Functions

5. Write a formula to find:

- The current date
- The current time
- The day of the week from a given date (e.g., 19-May-2025)

6. Write a formula using DATEDIF to calculate the age of a person born on 15-Mar-2000 (Use today's date).

7. (5 Marks) Fill in the blanks:

Date of Joining	Today's Date	Days Worked
01-Jan-2024		

- Use functions to calculate:
- Today's date
- Number of days worked using formula

Text Functions

8. Use the following names and apply the following text functions:

Name	UPPER()	LOWER()	LEN()	PROPER()
alex william				
JANE DOE				

- Fill in the table using formulas.

9. (5 Marks) Write a formula to extract:

- First 3 letters from "ExcelSkills"
- Last 4 letters from "Brighten"

10. Combine First Name and Last Name columns into a full name using a formula.

First Name	Last Name	Full Name
Ravi	Kumar	
Sneha	Reddy	