

Q1. Use TODAY() to display the current date.

Rule: TODAY() returns the system's current date.

Formula: =TODAY()

Answer: 28-Oct-2025

Q2. Use NOW() to display current date and time.

Rule: NOW() returns current system date and time.

Formula: =NOW()

Answer: 28-Oct-2025 19:42:27

Q3. Extract the day from the Joining Date.

Rule: DAY() returns the day part from a date.

Formula: =DAY(D2)

Answer: 1

Q4. Extract the month from the Birth Date.

Rule: MONTH() returns the month number (1–12) from a date.

Formula: =MONTH(C2)

Answer: 4

Q5. Extract the year from the Joining Date.

Rule: YEAR() returns the year number from a date.

Formula: =YEAR(D2)

Answer: 2022

Q6. Use EDATE() to calculate a date 6 months after Joining Date.

Rule: EDATE adds or subtracts months from a given date.

Formula: =EDATE(D2,6)

Answer: 01-Sep-2022

Q7. Use EDATE() to calculate a date 12 months before Project Start.

Rule: EDATE(date,-12) subtracts 12 months from Project Start date.

Formula: =EDATE(E2,-12)

Answer: 25-Sep-2023

Q8. Use EOMONTH() to find the last day of the month for the Joining Date.

Rule: EOMONTH returns the last day of the month for a date.

Formula: =EOMONTH(D2,0)

Answer: 31-Mar-2022

Q9. Use EOMONTH() to find the last day of the month for the Birth Date.

Rule: EOMONTH returns the last day of the month for a date.

Formula: =EOMONTH(C2,0)

Answer: 30-Apr-2000

Q10. Use DATEDIF() to calculate the age in years from the Birth Date.

Rule: DATEDIF(start_date,end_date,"Y") gives difference in years.

Formula: =DATEDIF(C2,TODAY(),"Y")

Answer: 25

Q11. Use DATEDIF() to calculate the experience in years from the Joining Date.

Rule: DATEDIF(start_date,end_date,"Y") gives years of experience.

Formula: =DATEDIF(D2,TODAY(),"Y")

Answer: 3

Q12. Use DATEDIF() to calculate the difference in months between Project Start and Project End.

Rule: DATEDIF(start_date,end_date,"M") gives difference in months.

Formula: =DATEDIF(E2,F2,"M")

Answer: 5

Q13. Use DATEDIF() to calculate the difference in days between Project Start and Project End.

Rule: DATEDIF(start_date,end_date,"D") gives total days between two dates.

Formula: =DATEDIF(E2,F2,"D")

Answer: 172

Q14. Use WEEKDAY() to find which day of the week the Joining Date falls on.

Rule: WEEKDAY returns a number (1=Sunday ... 7=Saturday).

Formula: =WEEKDAY(D2)

Answer: 2

Q15. Use WEEKDAY() to find the day of week for the Birth Date.

Rule: WEEKDAY returns number for day of week.

Formula: =WEEKDAY(C2)

Answer: 6

Q16. Use NETWORKDAYS() to calculate working days between Project Start and Project End.

Rule: NETWORKDAYS counts weekdays between two dates excluding weekends.

Formula: =NETWORKDAYS(E2,F2)

Answer: 123

Q17. Use NETWORKDAYS() to calculate working days from Joining Date to today.

Rule: NETWORKDAYS(start_date,end_date) counts weekdays only.

Formula: =NETWORKDAYS(D2,TODAY())

Answer: 956

Q18. Calculate the employee's next birthday using Birth Date and TODAY().

Rule: Next birthday is same month/day as birth date but next occurrence after today.

Formula: =DATE(YEAR(TODAY())+1,MONTH(C2),DAY(C2)) if birthday passed

Answer: 01-Apr-2026

Q19. Calculate the number of days remaining until the next birthday.

Rule: Subtract TODAY() from next birthday date.

Formula: =NextBirthday - TODAY()

Answer: 155

Q20. Calculate the number of working days between today and project end date.

Rule: NETWORKDAYS(TODAY(),ProjectEnd) counts remaining weekdays.

Formula: =NETWORKDAYS(TODAY(),F2)

Answer: 0