

1. Write a formula to check if the marks in cell B2 are greater than or equal to 40. If yes, return "Pass".

Student name	Marks
Riya	45
Siya	72
Raju	55
Rahul	80
Ram	30

Answer: =IF(B3>=40,"Pass","Fail")

2. A company gives a bonus if Sales > 40000 AND Attendance \geq 90%. Write a formula to calculate whether each employee gets a bonus.

Employee	Sales	Attendance
Arjun	55000	95
Simran	65000	85
Rohit	30000	90
Anjali	25000	65

Answer: =IF(AND(B14>40000,C14>=90),"Bonus","No Bonus")

3. Write a nested IF formula:

If marks in B2 \geq 90 \rightarrow "A", \geq 75 \rightarrow "B", \geq 50 \rightarrow "C", otherwise "Fail".

Student name	Marks
Raj	85
Neha	96
Vivek	57
Rani	92
Sneha	75

Answer: =IF(B23>=90,"A",IF(B23>=75,"B",IF(B23>=50,"C","Fail")))

4. Find the Department of Employee ID = E103. Also explain which lookup function is used and why.

EmplID	Name	Department
E101	Raju	IT
E102	Riya	HR
E103	Roshni	Finance
E104	Sejal	Sales

Answer: =VLOOKUP("E103",A33:C36,3, FALSE)

VLOOKUP is used because Employee ID is in the first column, and we need to return a value (Department).

5. A company has set the following commission structure for its sales team:

Sales Amount	Commission Rate
0	5%

20000	10%
50000	15%
80000	20%

If a salesperson achieves sales of 45000, use the VLOOKUP function to determine the commission %.

Answer: =VLOOKUP(45000, A43:B46, 2, TRUE)

6. The HR department maintains the following leave records of employees:

Employee Name	Leaves Taken	Leaves Allowed
Alex	10	12
Bob	10	15
Anna	8	12

Write an IF function to check whether an employee has Exceeded their allowed leave balance.

- * If Leaves Taken > Allowed Leaves, display "Exceeded".
- * Otherwise, display "OK".

Answer: =IF(B53>C53,"Exceeded","OK")

7. Find the salary of EmpID = E105 using INDEX–MATCH function.

EmpID	Salary
E104	55000
E105	72000
E106	62000
E102	41000

Answer: =INDEX(B62:B65, MATCH("E105",A62:A65,0))

8. Use XLOOKUP to find the Department of the employee with EmpID = E303.

EmpID	Department
E101	HR
E303	IT
E106	Sales
E301	Finance

Answer: =XLOOKUP("E303",A71:A74,B71:B74)

;", otherwise “Fail”.

hether the employee will get a bonus or not.

:ment) from a column to the right.

rate applicable.