

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

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

Ans:-

C2	<input type="button" value="▼"/>	<input type="button" value="X"/>	<input type="button" value="✓"/>	<i>fx</i>	=IF(B2>=40,"Pass","Fail")
	A	B	C	D	E
1	Student Name	Marks	Result		
2	Riya	45	Pass		
3	Siya	72	Pass		
4	Raju	55	Pass		
5	Rahul	80	Pass		
6	Ram	30	Fail		
7					
Q					

2. A company gives a bonus if sales are above 40,000 and attendance is greater than or equal to 90%. Write a formula to calculate whether the employee will get a bonus or not.

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

Ans:-

D2	<input type="button" value="▼"/>	<input type="button" value="X"/>	<input type="button" value="✓"/>	<i>fx</i>	=IF(AND(B2>40000,C2>=90),"Bonus","No Bonus")
	A	B	C	D	E
1	A Employee	Sales	Attendance %	Bonus Status	F
2	Arjun	55000	95	Bonus	G
3	Simran	65000	85	No Bonus	
4	Rohit	30000	90	No Bonus	
5	Anjali	25000	65	No Bonus	
6					

3. Write a nested IF formula:

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

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

Ans:-

C2 =IF(B2>=90,"A",IF(B2>=75,"B",IF(B2>=50,"C","Fail")))

	A	B	C	D	E	F	G
1	Student Name	Marks	Grade				
2	Raj	85	B				
3	Neha	96	A				
4	Vivek	57	C				
5	Rani	92	A				
6	Sneha	75	B				
7							

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

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

Ans:-

F3 =VLOOKUP(E3,A1:C5,3,)

	A	B	C	D	E	F
1	EmpID	Name	Department			
2	E101	Raju	IT			
3	E102	Riya	HR			
4	E103	Roshni	Finance			
5	E104	Sejal	Sales			

	EmpID	Department
	E103	Finance

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 ₹45,000**, use the **VLOOKUP function** to determine the **commission rate** applicable.

Ans:-

The screenshot shows a Microsoft Excel spreadsheet. In the formula bar, the formula =VLOOKUP(D2,A2:B5,2,TRUE) is entered. Below the formula bar, there are two tables. The first table (A1:B5) contains the commission structure with columns for Sales Amount and Commission Rate. The second table (D1:E5) contains a single row with a Sales Amount of 45000 and a Commission Rate of 10%. The cell D2 contains the value 45000, which is the target value for the VLOOKUP function.

6. The HR department maintains the following leave records of employees: onus or not .

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**".

Ans:-

The screenshot shows a Microsoft Excel spreadsheet. In the formula bar, the formula =IF(B2>C2,"Exceeded","Ok") is entered. Below the formula bar, there are two tables. The first table (A1:C5) contains the leave records with columns for Employee Name, Leaves Taken, and Leaves Allowed. The second table (D1:D5) contains a column for Status, where the formula is applied to each row. The status is "Ok" for Alex and Bob, and "Exceeded" for Anna because her Leaves Taken (8) are greater than her Leaves Allowed (12).

7. Find the salary of EmpID = E105 using INDEX-MATCH Function.

EmpID	Salary
E104	55000
E105	72000
E106	62000
E102	41000

Ans:-

The screenshot shows an Excel interface. In the formula bar, the formula `=INDEX(B2:B5, MATCH(D2, A2:A5, 0))` is typed into cell E2. Below the formula bar, the spreadsheet displays two tables. The first table (A1:B5) has headers 'EmpID' and 'Salary'. The second table (D1:E5) has headers 'EmpID' and 'Salary of EmpId'. The value '72000' is highlighted in green in the 'Salary of EmpId' cell of the second table, corresponding to the row where 'E105' is found in the first table.

8. Use the XLOOKUP function to find the Department of the employee with Emp ID = E303.

EmpID	Salary
E101	HR
E303	IT
E106	Sales
E301	Finance

Ans:-

The screenshot shows an Excel interface. In the formula bar, the formula `=XLOOKUP(D2, A2:A5, B2:B5)` is typed into cell E2. Below the formula bar, the spreadsheet displays two tables. The first table (A1:B5) has headers 'EmpID' and 'Salary'. The second table (D1:E5) has headers 'EmpID' and 'Department'. The value 'IT' is highlighted in green in the 'Department' cell of the second table, corresponding to the row where 'E303' is found in the first table.