

1. Write a formula to check if the marks in cell 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 | | | | | |
| | 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 | | | | | |
| 8 | | | | | |

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 | | | | | | | |
| | A | B | C | D | E | F | G |
| 1 | A Employee | Sales | Attendance % | Bonus Status | | | |
| 2 | Arjun | 55000 | 95 | Bonus | | | |
| 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 | | | | | | | | |
| | 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 | | | | | | |
| | A | B | C | D | E | F |
| 1 | EmpID | Name | Department | | | |
| 2 | E101 | Raju | IT | | EmpID | Department |
| 3 | E102 | Riya | HR | | E103 | Finance |
| 4 | E103 | Roshni | Finance | | | |
| 5 | E104 | Sejal | Sales | | | |

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:-

| E2 | | | | | =VLOOKUP(D2,A2:B5,2,TRUE) |
|----|--------------|-----------------|---|--------------|---------------------------|
| | A | B | C | D | E |
| 1 | Sales Amount | Commission Rate | | Sales Amount | Commission Rate |
| 2 | 0 | 5% | | 45000 | 10% |
| 3 | 20000 | 10% | | | |
| 4 | 50000 | 15% | | | |
| 5 | 80000 | 20% | | | |

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:-

| D2 | | | | =IF(B2>C2,"Exceeded","Ok") |
|----|---------------|--------------|----------------|----------------------------|
| | A | B | C | D |
| 1 | Employee Name | Leaves Taken | Leaves Allowed | Status |
| 2 | Alex | 10 | 12 | Ok |
| 3 | Bob | 10 | 15 | Ok |
| 4 | Anna | 8 | 12 | Ok |
| 5 | | | | |

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

| EmpID | Salary |
|-------|--------|
| E104 | 55000 |
| E105 | 72000 |
| E106 | 62000 |
| E102 | 41000 |

Ans:-

E2

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:-

| | | | | | |
|----|-------|----------------------------|---|-------|------------|
| E2 | | =XLOOKUP(D2, A2:A5, B2:B5) | | | |
| | A | B | C | D | E |
| 1 | EmpID | Salary | | EmpID | Department |
| 2 | E101 | HR | | E303 | IT |
| 3 | E303 | IT | | | |
| 4 | E106 | Salas | | | |
| 5 | E301 | Finance | | | |