1. Write a formula to check if the marks in cell B2 are greater than or equal to 40.

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

If yes, return "Pass", otherwise

2. A company gives a bonus if sales are above 40,000 and attendance is gr

Employee	Sales	Attendance	Answer
Arjun	55000	95%	Bonus
Simran	65000	85%	No Bonus
Rohit	30000	90%	No Bonus
Anjali	25000	65%	No Bonus

·eater than or equal to 90%. Write a formula to calculate whether the employee will get a bonus or not

3. Write a nested IF formula to assign grades based on marks in cell B2, where ≥90 = "A", ≥75 = "B", ≥50 = "C", otherwise "Fail".

Student Name	Marks	Answer
Raj	85	B
Neha	96	A
Vivek	57	C
Rani	92	A
Sneha	75	B

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

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

Answer:

Result: The Department for EmpID E103 is **Finance**

Function Used: VLOOKUP (Vertical Lookup).

Explanation: VLOOKUP is used because the data is organized in **vertical columns**. This function allows you to

search for a specific value (the EmpID "E103") in the first column of a table and retrieve a corresponding value (th

he Department) from a different column (in this case, the 3rd column) in the same row.

5. A company has set the following commission structure for its sales team: If a salesperson achieves sales of ₹45,000, use the VLOOKUP function to determine the commission rate applicable.

Sales Amount	Commission Rate	Look up value	45000
0	5%	Commission Rate	10%
20000	10%		
50000	15%		
80000	20%		

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

Employee Name	Leaves Taken	Leaves Allowed	SOLUTION
Alex	10	12	OK
Bob	16	15	Exceeded
Anna	8	12	OK

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

EmpID	Salary
E104	55000
E105	72000
E106	62000
E102	41000

Salary Of E105	72000

Answer: The **INDEX-MATCH** combination is used to look up a value in a column (E105) and return a value from another column (Salary) at the same position. This formula works even if the data is not sorted

8. Use the XLOOKUP function to find the Department of the employee with Emp ID =E3O3

EmpID	Department
E101	HR
E303	IT
E106	Sales
E301	Finance

Department of E303	#NAME?