A
PR. 1 Fundamental Booster
Topics: - Relative & Absolute References, Formatting, Data Input - IF Formul
Essential Tasks
Relative & Absolute Cell References, Formatting, and Data Input
Enter and format data (bold, italic, currency, date, custom formats).
Use absolute (A1) and relative (A1) references in formulas.
Using IF Formula & Nesting IF Formulas
Classify students' grades based on their scores.
Compute discounts for sales based on price thresholds.
Using IF with AND/OR Formulas
Identify students who scored above 80 in both Math & Science using IF(AND(...)
Determine whether a product is eligible for discount using IF(OR(...)).
COUNTIFS, SUMIFS, AVERAGEIFS
Count the number of students who scored above 50 in Math.
Sum total sales for a specific region and product.
Calculate the average score for students who scored above 60.
VLOOKUP Function
Fetch student names based on ID from a separate dataset.
Retrieve product prices based on product codes.
INDEX and MATCH Functions
Find sales values for a specific salesperson in a specific month.
Look up employee details dynamically without column restrictions.
Excel TEXT Functions
Extract the first name from full names using LEFT and FIND.
Convert names to uppercase/lowercase using UPPER(), LOWER().
XLOOKUP Function
Search for salesperson performance based on flexible search criteria.
Find employee salaries without worrying about sorted data.
XMATCH Function
Find the position of a product in a sales list.
INDIRECT Function
Dynamically reference a cell range using INDIRECT.
OFFSET Function
Create dynamic ranges for sales trends.
Date and Time Functions
Calculate age from date of birth.
Find the difference in days between two dates.
Math Functions
Use ROUND(), CEILING(), and FLOOR() for financial calculations.
Return Multiple Values using FILTER Function
Extract a list of top-performing students based on scores.

Student ID	Name	Math	Science	English	Enrollment Date	Total	Percentage	Grade	IF(AND…)USE FOR
1001	Student 1	61	48	76	2018-01-01 00:00:00	185	62	D	fail
1002	Student 2	78	76	70	2018-06-30 00:00:00	224	75	C	fail
1003	Student 3	97	60	51	2018-12-27 00:00:00	208	69	D	fail
1004	Student 4	74	55	46	2019-06-25 00:00:00	175	58	F	fail
1005	Student 5	68	74	84	2019-12-22 00:00:00	226	75	C	fail
1006	Student 6	80	70	65	2020-06-19 00:00:00	215	72	C	fail
1007	Student 7	75	47	78	2020-12-16 00:00:00	200	67	D	fail
1008	Student 8	94	67	64	2021-06-14 00:00:00	225	75	C	fail
1009	Student 9	41	75	56	2021-12-11 00:00:00	172	57	F	fail
1010	Student 10	98	54	58	2022-06-09 00:00:00	210	70	C	fail
1011	Student 11	73	79	53	2022-12-06 00:00:00	205	68	D	fail
1012	Student 12	85	89	79	2023-06-04 00:00:00	253	84	B	pass
1013	Student 13	98	90	97	2023-12-01 00:00:00	285	95	A	pass
1014	Student 14	93	40	44	2024-05-29 00:00:00	177	59	F	fail
1015	Student 15	70	51	75	2024-11-25 00:00:00	196	65	D	fail
1016	Student 16	98	77	60	2025-05-24 00:00:00	235	78	C	fail
1017	Student 17	66	59	40	2025-11-20 00:00:00	165	55	F	fail
1018	Student 18	82	48	79	2026-05-19 00:00:00	209	70	D	fail
1019	Student 19	90	78	60	2026-11-15 00:00:00	228	76	C	fail
1020	Student 20	83	92	55	2027-05-14 00:00:00	230	77	C	pass

Side panel (columns L–R):

- count students with math score >50 : **19**
- Average students score>60 : **82.26315789**
- fetch student names based on ID

student ID	Name
1004	Student 4

- Extract the first name using LEFT — Enter num(1 to 7): **7** — Student
- using Text function (find) — enter char: **4** — d
- Using UPPER,LOWER : **STUDENT 4** / **student 4**
- List of top- forming students based

1012	Student 12
1013	Student 13

Sales ID	Product	Region	Salesperson	Amount	Date	Discount Rate	Last amount	use of if(or(…))	Price	Averager
2001	Keyboard	South	Person 1	7048	2023-01-01 00:00:00	5%	6696	eligible	7048	25386.25
2002	Printer	West	Person 2	17428	2023-01-16 00:00:00	10%	15685	eligible	17428	26351.42
2003	Mouse	South	Person 3	23672	2023-01-31 00:00:00	15%	20121	eligible	23672	26847.17
2004	Printer	East	Person 4	5264	2023-02-15 00:00:00	20%	4211	eligible	5264	27033.94
2005	Keyboard	North	Person 5	43388	2023-03-02 00:00:00	25%	32541	eligible	43388	28394.56
2006	Mouse	North	Person 6	19757	2023-03-17 00:00:00	30%	13830	eligible	19757	27395
2007	Mouse	East	Person 7	32058	2023-04-01 00:00:00	35%	20838	eligible	32058	27940.57
2008	Keyboard	East	Person 8	46429	2023-04-16 00:00:00	40%	27857	eligible	46429	27623.85
2009	Printer	East	Person 9	19746	2023-05-01 00:00:00	45%	10860	eligible	19746	26056.75
2010	Keyboard	South	Person 10	35185	2023-05-16 00:00:00	50%	17593	eligible	35185	26630.45
2011	Keyboard	East	Person 11	33920	2023-05-31 00:00:00	55%	15264	eligible	33920	25775
2012	Monitor	North	Person 12	35611	2023-06-15 00:00:00	60%	14244	eligible	35611	24870
2013	Laptop	East	Person 13	15560	2023-06-30 00:00:00	65%	5446	eligible	15560	23527.38
2014	Laptop	South	Person 14	7283	2023-07-15 00:00:00	70%	2185	eligible	7283	24665.57
2015	Laptop	East	Person 15	15678	2023-07-30 00:00:00	75%	3920	eligible	15678	27562.67
2016	Mouse	East	Person 16	5277	2023-08-14 00:00:00	80%	1055	eligible	5277	29939.6
2017	Monitor	North	Person 17	41871	2023-08-29 00:00:00	85%	6281	eligible	41871	36105.25
2018	Monitor	West	Person 18	38161	2023-09-13 00:00:00	90%	3816	eligible	38161	34183.33
2019	Mouse	West	Person 19	30436	2023-09-28 00:00:00	95%	1522	eligible	30436	32194.5
2020	Printer	West	Person 20	33953	2023-10-13 00:00:00	100%	0	eligible	33953	33953
							0			

Side panel (columns L–V):

- Product:Mouse — **23672**
- Region: South
- find the position of a product

Product	postion
Mouse	3

- Find Amount for Sales ID 2007 : **32058**
- Sales for person 1 in January 2023 : **7048**

Averager	Round	celling	Floor
28394.6	28394.6	28400	28390

- product prices based on product codes.

Product code	Price
2005	43388

- find sales values for a specific salesperson in a specific month.

Salesperson	Date	Amount
2001	44927	7048

- Salesperson performance based on flexible serach criteria.

Salesperson	Amount
Person 1	7048

Employee ID	Name	Department	Salary	Joining Date	DOB	AGE	DIF-DATE
3001	Employee 1	Finance	86766	2015-01-01 00:00:00	07-07-1998	27	6022
3002	Employee 2	Finance	31943	2015-09-08 00:00:00	07-08-1998	27	6241
3003	Employee 3	HR	63374	2016-05-15 00:00:00	07-09-1998	27	6460
3004	Employee 4	Finance	109972	2017-01-20 00:00:00	07-10-1998	27	6680
3005	Employee 5	IT	54149	2017-09-27 00:00:00	07-11-1998	27	6899
3006	Employee 6	IT	78689	2018-06-04 00:00:00	07-12-1998	27	7119
3007	Employee 7	Marketing	35960	2019-02-09 00:00:00	07-01-1999	26	7338
3008	Employee 8	IT	91659	2019-10-17 00:00:00	07-02-1999	26	7557
3009	Employee 9	IT	90423	2020-06-23 00:00:00	07-03-1999	26	7779
3010	Employee 10	HR	107877	2021-02-28 00:00:00	07-04-1999	26	7998
3011	Employee 11	Finance	107634	2021-11-05 00:00:00	07-05-1999	26	8218
3012	Employee 12	Finance	35226	2022-07-13 00:00:00	07-06-1999	26	8437
3013	Employee 13	HR	40872	2023-03-20 00:00:00	07-07-1999	26	8657
3014	Employee 14	HR	55378	2023-11-25 00:00:00	07-08-1999	26	8876
3015	Employee 15	HR	63297	2024-08-01 00:00:00	07-09-1999	26	9095
3016	Employee 16	Finance	114173	2025-04-08 00:00:00	07-10-1999	26	9315
3017	Employee 17	HR	86915	2025-12-14 00:00:00	07-11-1999	26	9534
3018	Employee 18	IT	116284	2026-08-21 00:00:00	07-12-1999	26	9754
3019	Employee 19	Marketing	116283	2027-04-28 00:00:00	07-01-2000	25	9973
3020	Employee 20	Marketing	99924	2028-01-03 00:00:00	07-02-2000	25	10192

Side panel (columns J–P):

- Find salary for employee ID : **3002** — **31943**
- calculate year of service : **11**
- Employee details daynamic salary

Employee ID	Salary
Employee 7	35960

- C2 — **Finance**
- Daynamically reference a cell range using INDEXCT.

	A9	3008	C1	Department