# Excel Practice Exercises - Part 2 (Basic Functions Only)

**Functions used: SUM, IF, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS**

**Legend**

| | |
|---|---|
| Input value | Typed data and settings you can change (Pass Total, Target, rates). |
| Answer cell | Formula cells with the solution. Clear these cells to give students a blank worksheet. |

**Sheets**


Ex1 Student Result
Ex2 Shop Sales
Ex3 Department
Ex4 Regional Sales
Ex5 Attendance
Ex6 Batch Marks
Ex7 Budget
Ex8 Commission
Ex9 Fee Collection
Ex10 Stock


(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

• daily lesson plan with time breakdown

• Practice file topic

## Exercise 1: Student Result (SUM, IF, COUNTIF)

**Pass Total** 120

| Student | Bangla | English | Math | Total | Result |
|---|---|---|---|---|---|
| Rahim | 65 | 72 | 55 | ? | ? |
| Karim | 38 | 35 | 45 | ? | ? |
| Sumi | 88 | 91 | 79 | ? | ? |
| Nasrin | 30 | 42 | 50 | ? | ? |
| Tanvir | 70 | 66 | 62 | ? | ? |

**Results**

| | |
|---|---|
| Students who Passed | ? |
| Students who Failed | ? |
| Total of all students' Total marks | ? |

**Tasks**

1. Calculate the Total of each student using SUM.

2. Using IF: if Total is greater than or equal to the Pass Total, Result is "Pass", otherwise "Fail".

3. Using COUNTIF, count how many students are "Pass" and how many are "Fail".

4. Using SUM, find the total of all students' Total marks.

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

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## Exercise 2: Shop Sales by Category (SUM, SUMIF, COUNTIF)

| Product | Category | Quantity | Amount |
|---|---|---|---|
| Pen | Stationery | 50 | 500 |
| Notebook | Stationery | 30 | 1,500 |
| Rice | Grocery | 10 | 700 |
| Oil | Grocery | 5 | 900 |
| Pencil | Stationery | 40 | 400 |
| Sugar | Grocery | 8 | 1,000 |

**Results**

| | |
|---|---|
| Total Amount of all products | **?** |
| Stationery Amount | **?** |
| Grocery Amount | **?** |
| Stationery Quantity | **?** |
| Number of Grocery products | **?** |

**Tasks**

1. Using SUM, find the Total Amount of all products.
2. Using SUMIF, find the Total Amount of "Stationery" and of "Grocery".
3. Using SUMIF, find the Total Quantity of "Stationery".
4. Using COUNTIF, count how many products are in "Grocery".

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

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## Exercise 3: Employee Department Report (SUMIF, COUNTIF, AVERAGEIF)

| Name | Department | Salary |
|---|---|---|
| Hasan | Sales | 25,000 |
| Rina | Accounts | 32,000 |
| Jamal | Sales | 18,000 |
| Mitu | IT | 45,000 |
| Sohel | Accounts | 28,000 |
| Lipi | IT | 40,000 |

| Department | Total Salary | Number of Employees | Average Salary |
|---|---|---|---|
| Sales | ? | ? | ? |
| Accounts | ? | ? | ? |
| IT | ? | ? | ? |
| **Grand Total** | **?** | | |

**Tasks**

1. Using SUMIF, find the Total Salary of each department.

2. Using COUNTIF, count the employees of each department.

3. Using AVERAGEIF, find the Average Salary of each department.

4. Using SUM, find the Grand Total of all salaries.

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

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## Exercise 4: Regional Sales (SUMIFS, COUNTIFS, AVERAGEIFS)

| SL NO | Region | Product | Units | Sales |
|---|---|---|---|---|
| 1 | Khulna | Laptop | 2 | 60,000 |
| 2 | Dhaka | Laptop | 4 | 120,000 |
| 3 | Barisal | Tab | 2 | 8,000 |
| 4 | Chattogram | Laptop | 6 | 180,000 |
| 5 | Khulna | Mobile | 4 | 60,000 |
| 6 | Barisal | Tab | 5 | 40,000 |
| 7 | Dhaka | Mobile | 9 | 90,000 |
| 8 | Chattogram | Mobile | 8 | 120,000 |
| 9 | Dhaka | Mobile | 10 | 150,000 |

**Results**

| | |
|---|---|
| Total Sales: Dhaka + Mobile | ? |
| Total Units: Chattogram + Laptop | ? |
| Entries: Dhaka + Mobile | ? |
| Average Sales: Dhaka + Mobile | ? |
| Laptop entries with Sales >= 100000 | ? |

**Tasks**

1. Using SUMIFS, find the Total Sales of Region "Dhaka" and Product "Mobile".
2. Using SUMIFS, find the Total Units of Region "Chattogram" and Product "Laptop".
3. Using COUNTIFS, count the entries of Region "Dhaka" and Product "Mobile".
4. Using AVERAGEIFS, find the Average Sales of Region "Dhaka" and Product "Mobile".
5. Using COUNTIFS, count the "Laptop" entries where Sales is 100000 or more.

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

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- Practice file topic

## Exercise 5: Class Attendance (COUNTIF, IF)

| | |
|---|---|
| **Minimum attendance** | 75% |
| **Total days** | 8 |

| Student | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | Present | Percentage | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Rahim | P | P | P | A | P | P | P | P | ? | ? | ? |
| Karim | P | A | A | P | P | A | P | A | ? | ? | ? |
| Sumi | P | P | P | P | P | P | P | P | ? | ? | ? |
| Nasrin | A | P | P | A | P | P | A | P | ? | ? | ? |
| Tanvir | P | P | A | P | P | P | P | P | ? | ? | ? |

**Results**

| | |
|---|---|
| Students who are Eligible | **?** |

**Tasks**

1. Using COUNTIF, count the Present days of each student (P = Present, A = Absent).

2. Percentage = Present / Total days. Format the column as Percentage.

3. Using IF: if Percentage is 75% or more, Status is "Eligible", otherwise "Not Eligible".

4. Using COUNTIF, count how many students are "Eligible".

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

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## Exercise 6: Batch-wise Exam Marks (AVERAGEIF, AVERAGEIFS, COUNTIFS)

| Student | Batch | Course | Marks |
|---|---|---|---|
| Arif | Morning | Excel | 78 |
| Bithi | Evening | Excel | 85 |
| Chanchal | Morning | Word | 66 |
| Dolly | Evening | Word | 72 |
| Emon | Morning | Excel | 90 |
| Farhan | Evening | Excel | 60 |
| Gita | Morning | Word | 80 |
| Habib | Evening | Word | 74 |

**Results**

| | |
|---|---|
| Average: Morning batch | ? |
| Average: Evening batch | ? |
| Average: Morning + Excel | ? |
| Average: Evening + Excel | ? |
| Average: Morning + Word | ? |
| Average: Evening + Word | ? |
| Morning students with Marks >= 75 | ? |

**Tasks**

1. Using AVERAGEIF, find the Average Marks of the "Morning" batch and the "Evening" batch.

2. Using AVERAGEIFS, find the Average Marks of each Batch and Course combination.

3. Using COUNTIFS, count the "Morning" batch students who got 75 or more.

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

- daily lesson plan with time breakdown
- Practice file topic

## Exercise 7: Monthly Budget vs Actual (SUM, SUMIF, IF, COUNTIF)

| Expense | Type | Budget | Actual | Difference | Status |
|---|---|---|---|---|---|
| Rent | Fixed | 12,000 | 12,000 | ? | ? |
| Food | Variable | 8,000 | 9,000 | ? | ? |
| Transport | Variable | 3,000 | 2,500 | ? | ? |
| Electricity | Variable | 2,000 | 1,800 | ? | ? |
| Internet | Fixed | 1,000 | 1,000 | ? | ? |
| Education | Fixed | 4,000 | 4,500 | ? | ? |

**Results**

| | |
|---|---|
| Total Budget | **?** |
| Total Actual | **?** |
| Actual total of Fixed expenses | **?** |
| Actual total of Variable expenses | **?** |
| Expenses that are Over Budget | **?** |

**Tasks**

1. Difference = Actual - Budget.

2. Using IF: if Actual is greater than Budget, Status is "Over Budget", otherwise "OK".

3. Using SUM, find the Total Budget and the Total Actual.

4. Using SUMIF, find the Actual total of "Fixed" and of "Variable" expenses.

5. Using COUNTIF, count how many expenses are "Over Budget".

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

- daily lesson plan with time breakdown
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## Exercise 8: Sales Commission (IF, SUM, COUNTIF, AVERAGEIF)

| | |
|---|---|
| **Target** | 10,000 |
| **Commission rate if Target met** | 10% |
| **Commission rate otherwise** | 5% |

| Salesperson | Sales | Commission | Total with Commission |
|---|---|---|---|
| Ahmed | 12,000 | 1,200.00 | ? |
| Fatima | 9,500 | 475.00 | ? |
| Hussain | 15,000 | 1,500.00 | ? |
| Eman | 8,000 | 400.00 | ? |
| Suad | 10,000 | 1,000.00 | ? |

**Results**

| | |
|---|---|
| Total Sales | ? |
| Total Commission | ? |
| Salespersons who reached the Target | ? |
| Average Sales of those who reached it | ? |

**Tasks**

1. Using IF, calculate the Commission: if Sales is greater than or equal to Target, 10% of Sales, otherwise 5%.

2. Total with Commission = Sales + Commission.

3. Using SUM, find the Total Sales and the Total Commission.

4. Using COUNTIF, count how many salespersons reached the Target.

5. Using AVERAGEIF, find the Average Sales of those who reached the Target.

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

- daily lesson plan with time breakdown
- Practice file topic

## Exercise 9: Course Fee Collection (SUMIF, SUMIFS, COUNTIF, COUNTIFS, IF)

| Student | Course | Fee | Paid | Due | Status |
|---|---|---|---|---|---|
| Rahim | Excel | 3,000 | 3,000 | ? | ? |
| Karim | Word | 2,500 | 1,500 | ? | ? |
| Sumi | Excel | 3,000 | 3,000 | ? | ? |
| Nasrin | Photoshop | 5,000 | 2,000 | ? | ? |
| Tanvir | Word | 2,500 | 2,500 | ? | ? |
| Mitu | Photoshop | 5,000 | 5,000 | ? | ? |
| Sohel | Excel | 3,000 | 1,000 | ? | ? |

**Results**

| | |
|---|---|
| Total Fee | ? |
| Total Paid | ? |
| Total Due | ? |
| Total Due: Excel | ? |
| Total Due: Word | ? |
| Total Due: Photoshop | ? |
| Students with Status Paid | ? |
| Excel students with Status Due | ? |
| Paid amount: Excel students with Status Paid | ? |

**Tasks**

1. Due = Fee - Paid.
2. Using IF: if Due is 0, Status is "Paid", otherwise "Due".
3. Using SUM, find the Total Fee, Total Paid and Total Due.
4. Using SUMIF, find the Total Due of each course.
5. Using COUNTIF, count how many students are "Paid".
6. Using COUNTIFS, count the "Excel" students whose Status is "Due".
7. Using SUMIFS, find the Total Paid amount of "Excel" students whose Status is "Paid".

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

- daily lesson plan with time breakdown
- Practice file topic

## Exercise 10: Computer Shop Stock (IF, SUMIFS, COUNTIFS, AVERAGEIF)

| Product | Category | Stock | Reorder Level | Price | Stock Value | Status |
|---|---|---|---|---|---|---|
| Mouse | Accessories | 40 | 20 | 500 | ? | ? |
| Keyboard | Accessories | 15 | 20 | 800 | ? | ? |
| Monitor | Display | 8 | 5 | 12,000 | ? | ? |
| Pendrive | Accessories | 50 | 30 | 600 | ? | ? |
| Projector | Display | 2 | 4 | 30,000 | ? | ? |

**Results**

| | |
|---|---|
| Total Stock Value | ? |
| Stock Value: Accessories with Status OK | ? |
| Accessories products to Reorder | ? |
| Average Price: Display products | ? |

**Tasks**

1. Stock Value = Stock x Price.

2. Using IF: if Stock is less than Reorder Level, Status is "Reorder", otherwise "OK".

3. Using SUM, find the Total Stock Value.

4. Using SUMIFS, find the Stock Value of "Accessories" products whose Status is "OK".

5. Using COUNTIFS, count the "Accessories" products whose Status is "Reorder".

6. Using AVERAGEIF, find the Average Price of "Display" products.

(e.g., 1 hour/day or 2 hours/day) and learner level (beginner/office),

- daily lesson plan with time breakdown
- Practice file topic