In this PDF, we've provided **11** beginner-friendly Excel practice exercises problems with solution. Here, we have provided the formula for the first cell only. You need to use the **AutoFill feature** to fill in the rest of the formulas. Moreover, the detailed solution is available on **this Excel file**.

- **Exercise 01. Class Performance Evaluation**. You will find these values -
  - The total number for each student,
  - Their average on those subjects,
  - Based on average score you will return a GPA. For GPA calculation, less than **60** is **B** and higher is **A**.

Exercise 01: Class Performance Evaluation

Name	Chemistry	Physics	Total	Average	GPA
John	65	78			
Ross	57	52			
Natasha	58	33			
Gibbs	54	45			
Marco	71	46			
Diego	67	57			

- **Solution 01**. You can use these functions to achieve the goals.
  - **The SUM function** for total number.
    - **Formula:** =SUM(C7:D7).
  - **The AVERAGE function** to find average.
    - **Formula:** =AVERAGE(C7:D7).
  - Lastly, **the IF function** to assign the GPA.
    - **Formula:** =IF(F7<60,"B","A").

Exercise 01: Class Performance Evaluation

Name	Chemistry	Physics	Total	Average	GPA
John	65	78	143	71.5	A
Ross	57	52	109	54.5	B
Natasha	58	33	91	45.5	B
Gibbs	54	45	99	49.5	B
Marco	71	46	117	58.5	B
Diego	67	57	124	62	A

- **Exercise 02: Lookup Values (Left to Right)**.
  - You need to find the employee salary from the lookup table on the right side.

Exercise 02: Lookup Values (Left to Right)

Name	Employee ID	Salary
John	E-7531	
Ross	E-8851	
Natasha	E-8832	
Gibbs	E-7845	
Marco	E-8758	
Diego	E-7785	

Employee ID	Salary
E-7531	$3,250
E-8851	$2,789
E-8832	$2,984
E-7845	$3,320
E-8758	$2,458
E-7785	$3,300

- **Solution 02:**
  - You can simply use **the VLOOKUP function** to solve this.
    - **Formula:** =VLOOKUP(C17,$F$17:$G$22,2,0).

Exercise 02: Lookup Values (Left to Right)

Name	Employee ID	Salary
John	E-7531	$3,250
Ross	E-8851	$2,789
Natasha	E-8832	$2,984
Gibbs	E-7845	$3,320
Marco	E-8758	$2,458
Diego	E-7785	$3,300

Employee ID	Salary
E-7531	$3,250
E-8851	$2,789
E-8832	$2,984
E-7845	$3,320
E-8758	$2,458
E-7785	$3,300

- **Exercise 03: Lookup Values (Any Direction)**.
  - Here your task is same as the second task. However, this time the lookup range is on the right side. Therefore, you cannot use the VLOOKUP function here.

Exercise 03: Lookup Values (Any Direction)

Name	Employee ID	Salary
John	E-7531	
Ross	E-8851	
Natasha	E-8832	
Gibbs	E-7845	
Marco	E-8758	
Diego	E-7785	

Salary	Employee ID
$3,250	E-7531
$2,789	E-8851
$2,984	E-8832
$3,320	E-7845
$2,458	E-8758
$3,300	E-7785

- **Solution 03.**
  - You can combine the **INDEX** and **MATCH** functions to solve this.
    - **Formula:** =INDEX($F$27:$F$32,MATCH(C27,$G$27:$G$32,0)).

Exercise 03: Lookup Values (Any Direction)

Name	Employee ID	Salary
John	E-7531	$3,250
Ross	E-8851	$2,789
Natasha	E-8832	$2,984
Gibbs	E-7845	$3,320
Marco	E-8758	$2,458
Diego	E-7785	$3,300

Salary	Employee ID
$3,250	E-7531
$2,789	E-8851
$2,984	E-8832
$3,320	E-7845
$2,458	E-8758
$3,300	E-7785

- **Exercise 04: Rounding Values.**
  - You will need to round the sales generated values in this exercise.

Exercise 04: Rounding Values

Name	Unit Sold	Unit Price	Sales	Sales (Rounded)
John	55	$0.99		
Ross	25	$2.54		
Natasha	35	$3.99		
Gibbs	28	$2.99		
Marco	31	$3.50		
Diego	25	$4.24		

- **Solution 04.**
  - Firstly, you will find the sales amount by multiplying unit sold and unit price.
  - Then, you can use any round function. Here, we've used **the ROUNDUP function**.
    - **Formula:** =ROUNDUP(C37*D37,0).
  - Alternatively, you can use the **CEILING**, **FLOOR**, and **ROUND** functions.

Exercise 04: Rounding Values

Name	Unit Sold	Unit Price	Sales	Sales (Rounded)
John	55	$0.99	$54.45	$55
Ross	25	$2.54	$63.50	$64
Natasha	35	$3.99	$139.65	$140
Gibbs	28	$2.99	$83.72	$84
Marco	31	$3.50	$108.50	$109
Diego	25	$4.24	$106.00	$106

- **Exercise 05: Joining Two Strings**.
  - You will need to join the first name and last name.

Exercise 05: Joining Two Strings

First Name	Last Name	Full Name
John	Reese	
Ross	Geller	
Natasha	Romanoff	
William	Gibbs	
Marco	Polo	
Diego	Luna	

- **Solution 05.**
  - You can use various functions and tools to do so. We have used ampersand operator to join the two cell values with a space in-between.
    - **Formula:** =B47&" "&C47.

Exercise 05: Joining Two Strings

First Name	Last Name	Full Name
John	Reese	John Reese
Ross	Geller	Ross Geller
Natasha	Romanoff	Natasha Romanoff
William	Gibbs	William Gibbs
Marco	Polo	Marco Polo
Diego	Luna	Diego Luna

- **Exercise 06: Conditional Formatting**.
  - Your task is to create a **Data Bar** for the salary values and hide the salary values.

Exercise 06: Conditional Formatting

Name	Joined	Salary
John	4/1/2022	$3,250
Ross	4/1/2022	$2,789
Natasha	6/12/2022	$2,984
Gibbs	3/1/2022	$3,320
Marco	7/25/2022	$2,458
Diego	7/1/2022	$3,300

- **Solution 06.**
  - You will need to apply Data Bars from the **Conditional Formatting** option from the **Home** tab and select **Show Bar Only**.

Exercise 06: Conditional Formatting

Name	Joined	Salary
John	4/1/2022	
Ross	4/1/2022	
Natasha	6/12/2022	
Gibbs	3/1/2022	
Marco	7/25/2022	
Diego	7/1/2022	

- **Exercise 07: Counting Unique Values**.
  - Firstly, you need to find the unique values from a list of names.
  - Then, you will find how many times that value occurred in that list.

Exercise 07: Counting Unique Values

Name	UNIQUE	COUNT
John		
Natasha		
Natasha		
John		
Marco		
Leonardo		
Casper		
Leonardo		
Natasha		
John		
Casper		
Natasha		

- **Solution 07.**
  - To find the unique names you can use [the UNIQUE function](#).

- **Formula:** =UNIQUE(B67:B78).
  - Then, to count that, you may use **the COUNTIF function**.
    - **Formula:** =COUNTIF($B$67:$B$78,C67).

Exercise 07: Counting Unique Values

Name	UNIQUE	COUNT
John	John	3
Natasha	Natasha	4
Natasha	Marco	1
John	Leonardo	2
Marco	Casper	2
Leonardo		
Casper		
Leonardo		
Natasha		
John		
Casper		
Natasha		

- **Exercise 08: Extract First, Middle, and Last Name**.
  - You need to separate the three parts of a name from a given list.

Exercise 08: Extract First, Middle, and Last Names

Name	First Name	Middle Name	Last Name
Mary Elizabeth Smith			
Ross James Geller			
Natasha Yvone Romanoff			
William Jackson Harper			
Marco Van Basten			
Diego Garcia Lopez			

- Solution 08.
  - First Name – You will need to merge the **LEFT** and **SEARCH** functions.
    - Formula: =LEFT(B83,SEARCH(" ",B83)-1).
  - Middle Name – Need to combine **MID**, SEARCH functions.
    - Formula: =MID(B83,SEARCH(" ",B83)+1,SEARCH(" ",B83,SEARCH(" ",B83)+1)-(SEARCH(" ",B83)+1)).
  - Last Name – You need to incorporate the **RIGHT**, **LEN**, **FIND**, and **SUBSTITUTE** functions.
    - Formula: =RIGHT(B83,LEN(B83)-FIND("^",SUBSTITUTE(B83," ","^",LEN(B83)-LEN(SUBSTITUTE(B83," ",""))))).
  - Moreover, you can **read this article** to know the detailed breakdown of these formulas.

Exercise 08: Extract First, Middle, and Last Names

Name	First Name	Middle Name	Last Name
Mary Elizabeth Smith	Mary	Elizabeth	Smith
Ross James Geller	Ross	James	Geller
Natasha Yvone Romanoff	Natasha	Yvone	Romanoff
William Jackson Harper	William	Jackson	Harper
Marco Van Basten	Marco	Van	Basten
Diego Garcia Lopez	Diego	Garcia	Lopez

- **Exercise 09: Conditional Summation**.
  - You will need to find the total sales for a particular country.

Exercise 09: Conditional Summation

Country	Sales
Japan	$500,000
Sweden	$350,000
USA	$450,000
USA	$398,000
Japan	$458,000
Canada	$300,000

Country	Sales
Japan	

- **Solution 09**.
  - The easiest way to do this is to use **the SUMIF function**.
    - **Formula:** =SUMIF(B93:B98,B101,C93:C98).

Exercise 09: Conditional Summation

Country	Sales
Japan	$500,000
Sweden	$350,000
USA	$450,000
USA	$398,000
Japan	$458,000
Canada	$300,000

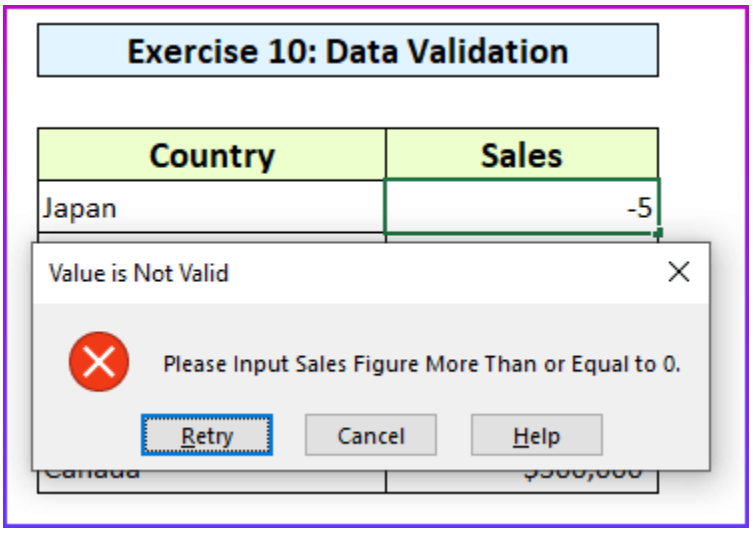
Country	Sales
Japan	$958,000

- **Exercise 10: Data Validation**.
  - Your objective is to ensure that user cannot type less than **0** in a column.

Exercise 10: Data Validation

Country	Sales
Japan	
Sweden	
USA	
USA	
Japan	
Canada	

- **Solution 10.**
  - Firstly, you will need to select the range and from the **Data** tab, select **Data Validation**.
  - Secondly, from the settings tab, set these values-
    - **Allow**: *Whole Number*.
    - **Data**: *greater than or equal to*.
    - **Minimum**: *0*.
  - Lastly, you can set a custom error message from the **Error Alert** tab, which is totally optional but good for clarification.



- **Exercise 11: Check If a Date Is Between Two Dates**.
  - Your target is to determine whether a date is between two dates or not.

Exercise 11: Check If a Date Is Between Two Dates

Date 1	Date 2	My Date	Result
1/12/2020	3/18/2020	2/15/2020	
5/17/2020	7/20/2020	5/16/2020	
9/20/2020	12/15/2020	12/17/2020	
1/26/2021	4/28/2021	3/26/2021	
11/21/2021	1/20/2022	12/16/2021	
12/25/2021	8/31/2022	12/27/2021	

- **Solution 11.**
  - You can combine the **IF**, **AND** functions to do this.
    - **Formula:** =IF(AND(D116>=B116,D116<=C116),"In Between","Not In Between").
  - Alternatively, you may also use **Nested IF**, and **IFS function** to do so.

Exercise 11: Check If a Date Is Between Two Dates

Date 1	Date 2	My Date	Result
1/12/2020	3/18/2020	2/15/2020	In Between
5/17/2020	7/20/2020	5/16/2020	Not In Between
9/20/2020	12/15/2020	12/17/2020	Not In Between
1/26/2021	4/28/2021	3/26/2021	In Between
11/21/2021	1/20/2022	12/16/2021	In Between
12/25/2021	8/31/2022	12/27/2021	In Between

This concludes the problems. If you face any difficulties, feel free to comment on our site ExcelDemy.