

In this PDF, we've provided 4 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 **the Excel file** of this article.

- **Exercise 01 Filling the Dataset:** The fast task requires to fill 4 columns by typing and 5 columns by using formulas.
  - Firstly, you will need to type these values in the first 4 columns. The formatting (alignment, font size, font color, background color, etc.) helps with the visualization. Moreover, there should be a dropdown list for the date column.

	A	B	C	D	E	F	G	H	I	J
1	Excel Data Entry Practice Exercises PDF									
2	Excel Data Entry Practice Exercises PDF									
3										
4		<b>Date</b>	<b>Item</b>	<b>Price</b>	<b>Unit</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>	<b>Sales Tax</b>	<b>Total</b>
5		28-Oct-2022	Pencil	\$0.27	26					
6		28-Oct-2022	Gel Pen	\$1.40	6					
7		28-Oct-2022	Eraser	\$1.12	13					
8		28-Oct-2022	Marker	\$0.77	25					
9		28-Oct-2022	Calculator	\$7.39	30					
10		28-Oct-2022	Highlighter	\$1.02	5					
11		28-Oct-2022	Stapler	\$5.59	6					
12		28-Oct-2022	Sticky Notes	\$0.47	16					
13		28-Oct-2022	Notebook	\$3.03	26					
14		28-Oct-2022	Clipboard	\$2.49	21					
15		29-Oct-2022	Ball Point Pen	\$0.30	26					
16		29-Oct-2022	Gel Pen	\$1.40	22					
17		29-Oct-2022	Eraser	\$1.12	29					
18		29-Oct-2022	Marker	\$0.77	20					
19		29-Oct-2022	Calculator	\$7.39	9					
20		29-Oct-2022	Highlighter	\$1.02	24					
21		29-Oct-2022	Glue	\$5.49	25					
22		29-Oct-2022	Sticky Notes	\$0.47	15					
23		29-Oct-2022	Notebook	\$3.03	20					
24		29-Oct-2022	Pencil	\$0.27	24					

- Secondly, you will find the amount by multiplying the price by the unit sold.
- Thirdly, find the discount amount. Less than \$1 is a 3% discount and for more than 1, it is 5%. You can use [the IF function](#) to do so.
- Fourthly, subtract the previous two values to get the net amount.

- Then, the sales tax is 10% for all products.
- After that, add the sales tax with the net amount to calculate the total amount.
- Finally, add [conditional formatting](#) to the top 3 revenue.

The formulas used to solve this problem is given in two parts:

- Here is the first part showing the first 5 columns.

	A	B	C	D	E	F
1						
4		<b>Date</b>	<b>Item</b>	<b>Price</b>	<b>Unit</b>	<b>Amount</b>
5		44862	Pencil	0.27	26	=D5*E5
6		44862	Gel Pen	1.4	6	=D6*E6
7		44862	Eraser	1.12	13	=D7*E7
8		44862	Marker	0.77	25	=D8*E8
9		44862	Calculator	7.39	30	=D9*E9
10		44862	Highlighter	1.02	5	=D10*E10
11		44862	Stapler	5.59	6	=D11*E11
12		44862	Sticky Notes	0.47	16	=D12*E12
13		44862	Notebook	3.03	26	=D13*E13
14		44862	Clipboard	2.49	21	=D14*E14
15		44863	Ball Point Pen	0.3	26	=D15*E15
16		44863	Gel Pen	1.4	22	=D16*E16
17		44863	Eraser	1.12	29	=D17*E17
18		44863	Marker	0.77	20	=D18*E18
19		44863	Calculator	7.39	9	=D19*E19
20		44863	Highlighter	1.02	24	=D20*E20
21		44863	Glue	5.49	25	=D21*E21
22		44863	Sticky Notes	0.47	15	=D22*E22
23		44863	Notebook	3.03	20	=D23*E23
24		44863	Pencil	0.27	24	=D24*E24

- The second part showing the formulas for the last 4 columns.

	G	H	I	J
	<b>Discount</b>	<b>Net Amount</b>	<b>Sales Tax</b>	<b>Total</b>
	=F5*IF(D5<1,0.03,0.05)	=F5-G5	=H5*0.1	=H5+I5
	=F6*IF(D6<1,0.03,0.05)	=F6-G6	=H6*0.1	=H6+I6
	=F7*IF(D7<1,0.03,0.05)	=F7-G7	=H7*0.1	=H7+I7
	=F8*IF(D8<1,0.03,0.05)	=F8-G8	=H8*0.1	=H8+I8
	=F9*IF(D9<1,0.03,0.05)	=F9-G9	=H9*0.1	=H9+I9
	=F10*IF(D10<1,0.03,0.05)	=F10-G10	=H10*0.1	=H10+I10
	=F11*IF(D11<1,0.03,0.05)	=F11-G11	=H11*0.1	=H11+I11
	=F12*IF(D12<1,0.03,0.05)	=F12-G12	=H12*0.1	=H12+I12
	=F13*IF(D13<1,0.03,0.05)	=F13-G13	=H13*0.1	=H13+I13
	=F14*IF(D14<1,0.03,0.05)	=F14-G14	=H14*0.1	=H14+I14
	=F15*IF(D15<1,0.03,0.05)	=F15-G15	=H15*0.1	=H15+I15
	=F16*IF(D16<1,0.03,0.05)	=F16-G16	=H16*0.1	=H16+I16
	=F17*IF(D17<1,0.03,0.05)	=F17-G17	=H17*0.1	=H17+I17
	=F18*IF(D18<1,0.03,0.05)	=F18-G18	=H18*0.1	=H18+I18
	=F19*IF(D19<1,0.03,0.05)	=F19-G19	=H19*0.1	=H19+I19
	=F20*IF(D20<1,0.03,0.05)	=F20-G20	=H20*0.1	=H20+I20
	=F21*IF(D21<1,0.03,0.05)	=F21-G21	=H21*0.1	=H21+I21
	=F22*IF(D22<1,0.03,0.05)	=F22-G22	=H22*0.1	=H22+I22
	=F23*IF(D23<1,0.03,0.05)	=F23-G23	=H23*0.1	=H23+I23
	=F24*IF(D24<1,0.03,0.05)	=F24-G24	=H24*0.1	=H24+I24

- Finally, the following image shows the output for the first exercise.

	A	B	C	D	E	F	G	H	I	J
1										
2		<b>Excel Data Entry Practice Exercises PDF</b>								
3										
4		<b>Date</b>	<b>Item</b>	<b>Price</b>	<b>Unit</b>	<b>Amount</b>	<b>Discount</b>	<b>Net Amount</b>	<b>Sales Tax</b>	<b>Total</b>
5		28-Oct-2022	Pencil	\$0.27	26	\$7.02	\$0.21	\$6.81	\$0.68	\$7.49
6		28-Oct-2022	Gel Pen	\$1.40	6	\$8.40	\$0.42	\$7.98	\$0.80	\$8.78
7		28-Oct-2022	Eraser	\$1.12	13	\$14.56	\$0.73	\$13.83	\$1.38	\$15.22
8		28-Oct-2022	Marker	\$0.77	25	\$19.25	\$0.58	\$18.67	\$1.87	\$20.54
9		28-Oct-2022	Calculator	\$7.39	30	\$221.70	\$11.09	\$210.62	\$21.06	\$231.68
10		28-Oct-2022	Highlighter	\$1.02	5	\$5.10	\$0.26	\$4.85	\$0.48	\$5.33
11		28-Oct-2022	Stapler	\$5.59	6	\$33.54	\$1.68	\$31.86	\$3.19	\$35.05
12		28-Oct-2022	Sticky Notes	\$0.47	16	\$7.52	\$0.23	\$7.29	\$0.73	\$8.02
13		28-Oct-2022	Notebook	\$3.03	26	\$78.78	\$3.94	\$74.84	\$7.48	\$82.33
14		28-Oct-2022	Clipboard	\$2.49	21	\$52.29	\$2.61	\$49.68	\$4.97	\$54.64
15		29-Oct-2022	Ball Point Pen	\$0.30	26	\$7.80	\$0.23	\$7.57	\$0.76	\$8.32
16		29-Oct-2022	Gel Pen	\$1.40	22	\$30.80	\$1.54	\$29.26	\$2.93	\$32.19
17		29-Oct-2022	Eraser	\$1.12	29	\$32.48	\$1.62	\$30.86	\$3.09	\$33.94
18		29-Oct-2022	Marker	\$0.77	20	\$15.40	\$0.46	\$14.94	\$1.49	\$16.43
19		29-Oct-2022	Calculator	\$7.39	9	\$66.51	\$3.33	\$63.18	\$6.32	\$69.50
20		29-Oct-2022	Highlighter	\$1.02	24	\$24.48	\$1.22	\$23.26	\$2.33	\$25.58
21		29-Oct-2022	Glue	\$5.49	25	\$137.25	\$6.86	\$130.39	\$13.04	\$143.43
22		29-Oct-2022	Sticky Notes	\$0.47	15	\$7.05	\$0.21	\$6.84	\$0.68	\$7.52
23		29-Oct-2022	Notebook	\$3.03	20	\$60.60	\$3.03	\$57.57	\$5.76	\$63.33
24		29-Oct-2022	Pencil	\$0.27	24	\$6.48	\$0.19	\$6.29	\$0.63	\$6.91

- **Exercise 02 Finding Total Sales:** Your task is to find the day wise sales and total sales amount. Here, Day 01 is 28-Oct-2022 and Day 02 is 29-Oct-2022.

	A	B	C	D	E
26		<b>02. Total Sales</b>			
27					
28		<b>Day</b>	<b>Amount</b>		
29		Day 01			
30		Day 02			
31		Total			

- **Solution:**

- You can use [the SUMIF function](#) to get the first value and [the SUM function](#) for the second value.
- The following image shows the formulas to solve this problem.

01. Total Sales	
Day	Amount
Day 01	=SUMIF(\$B\$5:\$B\$24,"10/28/2022",\$J\$5:\$J\$24)
Day 02	=SUMIF(\$B\$5:\$B\$24,"10/29/2022",\$J\$5:\$J\$24)
Total	=SUM(C29:C30)

- **Exercise 03 Most Popular Item (By Quantity):** In this exercise, you will need to find the highest product name and the amount of it.

	A	B	C	D	E	F	G
32	03. Most Popular Item (By Quantity)						
33							
34							
35	Product						
36	Quantity						

- **Solution:**
  - You can use [the MAX function](#) to find the maximum value. Then, combine it with the **MATCH** function to find the row number. Finally, use the **INDEX** function to return the most popular item.
  - Additionally, using the **MAX** function, you can find the quantity value.
  - The following image shows the formula to solve this problem.

02. Most Popular Item (By Quantity)	
Product	=INDEX(C5:C24,MATCH(MAX(E5:E24),E5:E24,0))
Quantity	=MAX(E5:E24)

- **Exercise 04 Top 3 Items (By Revenue):** Your task is to find the top 3 items from the total column.

	A	B	C	D	E	F	G
37							
38		<b>04. Top 3 Items (By Revenue)</b>					
39							
40		<b>Order</b>	<b>Item</b>				
41		1					
42		2					
43		3					

- **Solution:**
  - You will need to combine the [LARGE](#), [MATCH](#), and [INDEX](#) functions to return the desired output.
  - The below image shows the formulas to solve this problem.

<b>04. Top 3 Items (By Revenue)</b>	
<b>Order</b>	<b>Item</b>
1	=INDEX(\$C\$5:\$C\$24,MATCH(LARGE(\$J\$5:\$J\$24,1),\$J\$5:\$J\$24,0))
2	=INDEX(\$C\$5:\$C\$24,MATCH(LARGE(\$J\$5:\$J\$24,2),\$J\$5:\$J\$24,0))
3	=INDEX(\$C\$5:\$C\$24,MATCH(LARGE(\$J\$5:\$J\$24,3),\$J\$5:\$J\$24,0))

This concludes the problems. If you face any difficulties, feel free to comment on our site [ExcelDemy](#).