

EXCEL

PRACTICE WORKBOOK

Hands-On Exercises with Downloadable Files
and Answer Key

FORMULAS / FUNCTIONS / LOOKUPS / REAL-WORLD PROJECTS



233 EXERCISES

Downloadable starter + solution files for every exercise

How to Use This Workbook

Print grids are drawn tables — not Microsoft Excel screenshots.

1. Take the diagnostic without the answer key.
2. Download the free file pack (QR on the next page).
3. Open the matching *_starter.xlsx for each exercise.
4. Enter your formula; compare to the printed expected result.
5. Only then open *_solution.xlsx if you need help.
6. Excel 365 / 2021+ features are labeled; answer keys show older-Excel alts when available.

Cells, Ranges, and Basic Formulas — Practice

Use the starter file named after each exercise ID.

1. Total a column with SUM

Open the starter file. Column B lists 10 amounts. In cell B12, enter a formula that totals B2:B11. Expected total: 2671.

File: P-0015_starter.xlsx

	A Item	B Amount
2	Row 1	463
3	Row 2	284
4	Row 3	394
5	Row 4	146
6	Row 5	403
7	Row 6	338
8	Row 7	184
9	Row 8	67
10	Row 9	160
11	Row 10	232

Expected result (B12): 2671

2. Count numbers with COUNT

Column B has 5 numeric entries in B2:B6. In B7 count them. Expected: 5.

File: P-0016_starter.xlsx

	A Label	B Value
2	R1	47
3	R2	47
4	R3	17
5	R4	33
6	R5	49

Expected result (B7): 5

Conditional Totals — Practice

Use the starter file named after each exercise ID.

13. Conditional total with SUMIF

Column A is Region, column B is Sales. In D2, total sales for region "North". Expected: 1791.

File: P-0063_starter.xlsx

	A Region	B Sales
2	North	283
3	North	114
4	West	380
5	East	155
6	North	814
7	West	753
8	South	205
9	East	687
10	North	580

Expected result (D2): 1791

14. Count matches with COUNTIF

Regions are in A2:A10. In C2 count how many rows equal "North". Expected: 1.

File: P-0064_starter.xlsx

	A Region	B Units
2	East	114
3	South	79
4	East	152
5	South	68
6	East	88
7	West	194
8	North	71
9	West	80
10	South	107

Expected result (C2): 1

Mixed Review

Skills are mixed on purpose.

7. Count numbers with COUNT

Column B has 9 numeric entries in B2:B10. In B11 count them. Expected: 9.

File: M-0126_starter.xlsx

	A Label	B Value
2	R1	44
3	R2	44
4	R3	38
5	R4	32
6	R5	34
7	R6	43
8	R7	20
9	R8	3
10	R9	15

Expected result (B11): 9

8. Clean text with TRIM + PROPER

A2 has messy text " CALEB bennett ". In B2 trim spaces and apply PROPER case. Expected: Caleb Bennett.

File: M-0127_starter.xlsx

	A Raw	B Clean
2	CALEB bennett	

Expected result (B2): Caleb Bennett

Answer Key — Pivot-Style Summaries Practice

7. Pivot-style total (verify with SUMIF)

Formula: =SUMIF(A2:A12,"North",B2:B12)

Expected (D2): **993**

Solution file: P-0170_solution.xlsx

8. Pivot-style total (verify with SUMIF)

Formula: =SUMIF(A2:A9,"North",B2:B9)

Expected (D2): **913**

Solution file: P-0171_solution.xlsx

9. Pivot-style total (verify with SUMIF)

Formula: =SUMIF(A2:A15,"North",B2:B15)

Expected (D2): **2763**

Solution file: P-0172_solution.xlsx

10. Pivot-style total (verify with SUMIF)

Formula: =SUMIF(A2:A13,"South",B2:B13)

Expected (D2): **896**

Solution file: P-0173_solution.xlsx
