Exercise #: 101B  
Level: Intermediate  
Objective: To Assess Lookup, If Conditions, Sum-IFs and Count-IFs Skills  
Compatibility: With all versions of Excel  

**Instructions**

1) Open the exercise workbook 101B and select sheet “Upskill Sales”  
2) Write a formula in column “C” to get the month of Sales (January, February….) using the date in column “B”  
3) Using If Condition and Vlookup get the regions in Column “G”. Use the tables Hyderabad Clients and Newyork Clients in sheet “Mapping”.
4) Do a vlookup and get the “Sales Manager” name in column “H”. Use sheet “Mapping” to lookup.  
5) Use nested if condition to get the commission % as per the various brackets mentioned in “Mapping” sheet.  
6) Write a formula to get “Commission $” as a product of “Sales Amount $” X “Commission %”  
7) Go to sheet “Summary” once all the information in “UpskillSales” sheet is filled.  
8) Fill the tables in “Summary” :  
   a. Table1 : Use Sum-IF formula to get Sales by Region.  
   b. Table2 : Use Sum-IF formula to get Sales by Customer.  
   c. Table3 : Use Sum-IF formula to get Sales and Commission by each Sales Manager.  
   d. Table4 : Use Count-IF formula to get the number of invoices for each Customer.  
   e. Table5 : Use Count-IF formula to get the number of invoices for each Customer where invoice>1000$  
   f. Table6 : Use Absolute and relative references along with Sum-IFs to get sales by customer & Month.  

Save the final workbook with your name and the exercise # and send it for evaluation to info@upskilltechnologies.com

Upskill Technologies  
Tolichowki, Hyderabad  
www.upskilltechnologies.com