



CORNER BYTES

MONTHLY CHALLENGE

August 2026

Scenario

Your team tracks its work in an Excel worksheet. Each task has a due date and may or may not have been completed. Instead of manually updating the status of every task, the team wants Excel to determine the status automatically.

The worksheet contains the following columns:

A	B	C	D	E
Task	Assigned To	Due Date	Completed	Expected Status

Code Challenge

Write a single Excel formula for cell E2 that returns the correct task status based on the following rules:

- If the Completed Date contains a date, return Complete.
- If the task is not complete and the Due Date is before today, return Overdue.
- If the task is not complete and is due within the next three days, including today, return Due Soon.
- Otherwise, return On Track.

The formula should be written so it can be filled down the Status column for additional tasks. An Example of completed data is seen in the below table:

Task	Assigned To	Due Date	Completed	Expected Status
Update docs	Alex	7/1/2026		Overdue
Review request	Jordan	8/15/2026		On Track
Prepare demo	Taylor	8/5/2026	8/3/2026	Complete

Submit the formula for cell E2 only (do not submit the spreadsheet) to hsvm365ug@outlook.com

Corner Bytes are monthly challenges created by members of the Huntsville M365 UG admins and are meant to be a fun way to learn as a community. All challenges put forth have been successfully tested with Best Practices in mind. Depending on challenge, there might be more than one “right” way to accomplish the goal and judging of submissions will take this into account as. Successful entries are awarded based on first received.

