Assignment

	A	B	C	D	E	F	G	H	I
1	SALARY SHEET FOR THE MONTH OF JAN-2002								
2									
3	Code	Dept	Grade	Basic Salary	HRA	DA	PF	Net Salary	
4	A001	Sales	A	1200					
5	A002	Computer	B	1300					
6	B003	Accounting	C	3500					
7	C004	Marketing	A	2400					
8	C002	Publication	C	3500					
9	C006	Computer	B	4950					
10	D008	Accounting	A	2580					
11	D009	Sales	B	6000					
12									

Instructions:

1. Create the Worksheet as given above.
2. **HRA** is to be calculated as **12%** of **Basic Salary**.
3. **DA** is **15.5%** of **Basic Salary**.
4. **PF** is **3.2%** of **Basic Salary**.
5. **Net Salary** is addition of **Basic Salary, DA, HRA** and deduction of **PF**.
6. Round the values in the Net Salary column to two decimal places if required.

Assignment

	A	B	C	D	E	F	G
1	**Sun Valley Frozen Foods**						
2	**Daily Production**		**Week Ending: 30-01-2002**				
3		**Corn**	**Peas**	**Beans**	**Other**	**Total**	
4	Monday	4,500	1,580	2,600	3,300		
5	Tuesday	4,750	1,725	2,350	3,150		
6	Wednesday	3,800	1,565	2,975	2,590		
7	Thursday	2,600	1,520	2,845	2,810		
8	Friday	3,375	1,635	2,100	3,050		
9	**Total**						
10							
11	**Last Week's Results**	17,145	9,840	10,630	12,500	50,115	
12	**Percentage Change**						
13							

Instructions:

1. Create the Worksheet as given above.
2. Calculate the **Total** for each of the products as well as the **Total** for each day.
3. Calculate the **Grand Total**.
4. Last Week's Results are provided.
5. Calculate the **Percentage Change** in Last week's sales and the Current week's sales for each product. Display the result in Percentage format.

Assignment

	A	B	C	D	E
1	**Synergy Computer Supplies Ltd.**				*Unit 10, 234 State St.* *Madhya Pradesh 21288*
2	Invoice #:	23134	Sales Rep:	R0155	
3	Date:	26-01-2001	Rep Name:	Mehul	
4	Customer:	General Electric	Phone:	617-555-9876	
5		1/54, Avenue Road	Fax:	617-555-1234	
6		Bangalore	E-mail:	purchasing@ge.com	
7	Category	Description	Quantity	Price	Total
8		Hardware: 19-inch monitor	1	554.00	
9		Software: Windows 2000	5	89.99	
10		Software: Office 2000	5	179.95	
11					
12			Total Invoice Amount:		
13					
14	*For office use only - Do not print*				
15	Commission payable to sales rep:				
16					

Instructions:

1. Create the worksheet as given above.
2. Total is to be calculated as the Product of Quantity and Price.
3. Total Invoice Amount is the Sum of the Totals.
4. Commission payable to sales rep is to be calculated as 12% of the Total Invoice Amount.

Assignment

	A	B	C	D	E
1	**Mission - Save Our Planet**				
2	**Pollution Levels recorded for the month Dec - 01**				
3					
4					
5	**Station**	**Ozone**	**CO**	**Solids**	
6	Downtown	1.4	26	24	
7	Mission	0.6	11	30	
8	Middledale	0.7	29	19	
9	Westside	0.3	27	25	
10	Cedar Hill	0.5	34	24	
11	Kent	0.8	28	25	
12	Brookview	0.7	23	24	
13	Fintry	0.5	27	27	
14	Newton	0.5	25	25	
15					
16	**Highest**	1.4			
17	**Lowest**	0.3			
18	**Average**				
19	**Acceptable**	1.5	30	30	
20					
21	**Issue Warning?**				
22					

Instructions:

1. Create the Worksheet as given above.
2. Calculate the Highest levels of Ozone, CO & Solids using the Max function.
3. Calculate the Lowest levels of Ozone, CO & Solids using the Min function.
4. Calculate the Average of the Highest and Lowest using the Average function.
5. The Acceptable Limit is already provided.
   Using the IF function find out if a warning has to be issued.
   Condition: If the Average of the Highest and Lowest values are greater than the Acceptable limit then Issue Warning else No Warning to be Issued.

Assignment

1 Use Date functions

Month:	4	Date Value:		**Use DATE**
Day:	1	Weekday Value:		**Use WEEKDAY**
Year:	2001	Today's Date:		**Use TODAY**

2 Use Time functions

Hour:	10	Time Value:		**Use TIME**
Minute:	30	Today's Time:		**Use NOW**
Second:	55			

3 Concatenate text labels to form a string

City: **Mumbai**
State: **Maharashtra**
Address:

Zip: **400035**

Use CONCATENATE to combine arguments

4 Parse a name into first name and last name

Full Name:
William Shakespeare

First Name: **Use LEFT**
Last Name: **Use MID function**
Length: **Use LEN**

5 Rounding a value, if desired

Value: **19.899**
Digits: **2**

Result: **Use ROUND**

6 How much money do you need to buy a car?

Car Value: **Rs. 350,000**
Months: **36**
Annual Rate: **5%**

Monthly Payment: **Use PMT function**

Instructions:

1. Type the following values in a worksheet and then perform the calculations.

Assignment

	A	B	C	D	E	F	G
1	**Indian Meterogical Department**						
2	**Rainfall Analysis for the Year 1998 - 2001**						
3	[All Values in cms]						
4							
5		1998	1999	2000	2001		
6	Assam	325	520	231	411		
7	Gujrat	203	221	300	263		
8	Karnataka	301	256	211	154		
9	Maharashtra	257	268	324	342		
10	Goa	389	265	397	265		
11	Kerala	398	423	295	389		
12							
13							
14		Maximum Rainfall in the year 2001					
15		Minimum Rainfall in Goa					
16		Average Rainfall in the year 1999					
17		Count of all the values above 350 in the period 1999 - 2000					
18							

Instructions:

1. Create the worksheet as given above.
2. Use the Max function and compute the rainfall in the year 2001 in the cell F14.
3. Use the Min function to compute the rainfall in Goa in the cell F15.
4. Use the Average function to calculate the Average rainfall in 1999 in cell F16.
5. Use the CountIf function to count all values greater than 350 in 1999 – 2000 in cell F17.
6. Create a Stacked Column chart selecting the data given above.
7. Add a title **Rainfall Analysis** to the chart.
8. Type the title for the Category (X) axis to **State** and Value (Y) axis to **Rainfall in**

Assignment

	A	B	C	D	E
1	DATASHEET FOR THE MONTH OF FEB-2002				
2					
3	Sr.No.	Name	Department	Grade	Basic Salary
4	1	ALLAUDDIN	Marketing	A	2500
5	2	ANUJA	Accounts	B	3400
6	3	NIRAJ	Sales	A	1300
7	4	ARUN	Computer	C	1500
8	5	JOSHI	Sales	B	4500
9	6	CHANDRABHAN	Computer	C	4300
10	7	JAGDISH S.	Marketing	A	3200
11	8	DEUDAS K.	Accounts	C	6500
12	9	DINESH	Computer	B	7650
13					

Instructions:

1. Create the worksheet as given above
2. Sort the whole table in ascending order of **Department** and **Name**
3. Find the **Average Salary** of each Department using **Subtotals.**
4. Extract all records having **Salary more than Rs.4000**
5. Using Auto Filter, find all records having **Grade B** and **Salary greater or equal to 4000.**
6. Extract all records having **Salary less than or equal to 2000** Or **Dept as Sales.**