# MICROSOFT EXCEL ASSIGNMENTS

[Document subtitle]

## Logic Basic Practice

Answer the following questions

1) 50 > 50 =
2) 74 > 40 =
3) 34 > 54 =
4) 88 < 60 =
5) 64 < 33 =
6) 88 < 88 =
7) 94 >= 32 =
8) 88 >= 88 =
9) 24 >= 44 =
10) 43 <= 34 =
11) 34 <= 60 =
12) 30 <= 30 =
13) 67 = 44 =
14) 54 = 43 =
15) 55 = 55 =
16) 45 <> 45 =
17) 78 <> 36 =
18) "Delhi" = "Delhi" =
19) "Delhi" = "delhi" =
20) "New Delhi" = "New Delhi" =
21) "NewDelhi" = "New Delhi" =
22) "New Delhi" = "NewDelhi" =
23) "New Delhi" <> "New Delhi" =
24) "NewDelhi" <> "New Delhi" =
25) "New Delhi" <> "NewDelhi" =
26) New Delhi = New Delhi =
27) NewDelhi = NewDelhi =
28) "Rahul" = "Rahul" =
29) "Rahul" <> "Rahul" =
30) Rahul = Rahul =
31) Rahul <> Rahul =
32) "Rahul" = "Sumit" =

*Note: alphabets should be in double quotes ("")

## 2) Basic Practice

If student marks are more than or equal to 33 than pass otherwise fail

| MARKS | | | MARKS | | | |
|---|---|---|---|---|---|---|
| 56 | A2>=33 | | 84 | D2>=33 | | |
| 69 | A3>=33 | | 54 | D3>=33 | | |
| 47 | A4>=33 | | 15 | D3>=33 | | |
| 25 | A5>=33 | | 47 | D4>=33 | | |

# 1) ASSIGNMENT – 1

## STUDENT MARKSHEET

| ROLL NO | NAME | SUBJECTS | | | | CALCULATIONS | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | MATHS | SCIENCE | ENGLISH | MATHS | MINIMUM | MAXIMUM | TOTAL | AVERAGE | REMARK |
| 1 | Rahul | 32 | 50 | 3 | 81 | 3 | 81 | 166 | 41.5 | pass |
| 2 | Sumit | 24 | 76 | 13 | 2 | 2 | 76 | 115 | 28.75 | fail |
| 3 | Amit | 13 | 38 | 42 | 12 | 12 | 42 | 105 | 26.25 | fail |
| 4 | Aman | 77 | 63 | 61 | 21 | 21 | 77 | 222 | 55.5 | pass |
| 5 | Raju | 73 | 13 | 73 | 30 | 13 | 73 | 189 | 47.25 | pass |
| 6 | Kaju | 65 | 59 | 11 | 60 | 11 | 65 | 195 | 48.75 | pass |
| 7 | Badam | 58 | 99 | 70 | 49 | 49 | 99 | 276 | 69 | pass |
| 8 | Pista | 51 | 54 | 70 | 13 | 13 | 70 | 188 | 47 | pass |
| 9 | Jalebi | 16 | 4 | 45 | 56 | 4 | 56 | 121 | 30.25 | fail |

1. Make Marksheet same as above
2. "Student Marksheet Heading" font size 20, colour orange, font style is Bell MT
3. Remark
   a. If is Average>=40 pass else fail
4. And other thing should be like above image
5. Calculate the **CGPA** = percentage/9.5,

# 2) ASSIGNMENT

Create the below Invoice

| RS-UNIVERSE PVT. LTD | | | | | |
|---|---|---|---|---|---|
| GSTIN NO: | | | | | |
| Date | | Customer Name: | | | |
| Address | | | | | |
| S. NO | PARTICULARS | | QTY | PRICE | AMOUNT |
| 1 | Monitor | | 4 | 400 | 1600 |
| | | | | | |
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| | | | | | |
| | GRAND TOTAL | | | | |
| | DISCOUNT % | | 5% | | |
| | AMOUNT PAYABLE | | | | |
| PAID | | REMAINING | | | |

Do the following tasks

- Calculate the amount (amount = qty * Unit Price)
- Calculate the Grand total
- Calculate 5% discount
- Amount Payable = Grand total – discount
- In Paid Field you have to enter that amount which is customer has been paid
- Remaining = Payable - paid

# 3) ASSIGNMENT

1) If your age is >= 18 than you can vote else you "can't give vote"

| AGE | RESULT |
|-----|--------|
| 15 | |
| 25 | |
| 18 | |

2) If your salary is >=25000 than write "Very Happy" else "Happy"

| SALARY | RESULT |
|--------|--------|
| 15000 | |
| 25000 | |
| 30000 | |

3) If your city is Delhi than will give you'll get 500 else 200

| CITY | RESULT |
|------|--------|
| Delhi | |
| Mumbai | |
| Kolkata | |

# 4) ASSIGNMENT

1) If your marks are >=50 than "pass" else "Fail"
2) If your qualification is 12th than you have to get 88% marks to get admission in college else 79%
3) If your Salary is >= 50000 than give 4% of basic salary else 10% of basic salary
4) If your Favourite color is red than type bike else car.
5) if your city is Delhi than your salary will be 50000 else 25000
6) if your designation is Manager than your salary will be 80000 else 34000
7) If your salary is >25000 than you'll get 10% of basic else 8%
8) If your course is "Advance Excel" than your fees will be 2500 else 2000
9) If your age is >=18 than "vote" else "can't vote"
10) If your country is "INDIA" than your will be Indian else foreigner

# 5) ASSIGNMENT

IF ELESE

1. If your pen colour is Green than your position will be Principal, if your Pen colour is Red than your position will be Faculty, if your Pen colour Blue than your position will be Student else unknown employee.
2. If your basic salary is >=20000 than you'll get 5% HRA of basic salary, if your salary is >=40000 than you'll get 10% HRA of basic salary, if your basic salary is more than or equal to 60000 than you'll get 20% HRA of basic salary else 3% HRA of basic salary.
3. If your age is >=18 than print Young, if your age is >=30 than print Adult, if your age is more than or equal to 50 than print Old else print Child

4. If you get >=90% marks in 12<sup>th</sup> class than I'll give you laptop, if you get >= 60% marks in 12<sup>th</sup> than I'll give you Smartphone else Tuta phone.

# 6) ASSIGNNMENT

1. Create a Worksheet with the Following Fields
2. Sr. No, Emp. Name, Total Abs. Total Present, Total Working Days, Basic Salary, Dept
3. Sales per day salary 2000
4. Purchase per day salary 1500 else 1000
   a. Deduction of ABS
      i. If abs >= 7 days and dept = sales than deduct 1000 per abs
      ii. If abs >= 5 days and dept = sales than deduct 700 per abs
      iii. If abs >= 2 days and dept = sales than deduct 100 per abs
      iv. Else 0 means no deduction
      v. If abs >= 7 days and dept = purchase than deduct 500 per abs
      vi. If abs >= 5 days and dept = purchase than deduct 300 per abs
      vii. If abs >= 2 days and dept = purchase than deduct 100 per abs
      viii. Else 0 means no deduction
   b. HRA
      i. If basic > 20000 and dept = sales than 5%
      ii. If basic > 20000 and dept = purchase than 8%
      iii. Else 3%
   c. DA
      i. Total working days >= 25 and dept = sales than give 3% of basic else 5%
   d. EA
      i. If dept = sales and total working days >= 20 than 2000
      ii. If dept = sales and total working days >= 25 than 3000
      iii. If dept = purchase and total working days >= 25 than 2500
      iv. If dept = purchase and total working days >= 25 than 1800
      v. Else 1000
   e. DEDUCTION
      i. PF
         1. If working days >= 25 and dept = sales 8% else 5%
      ii. GIP
         1. Working days <15 1000
         2. Working days >=15 and <=20 than 2000
         3. If working days >20 than 3000
   f. Gross salary = Basic + HRA + DA + CA + EA
   g. Total Deduction = PF + GIP
   h. Net Salary = GS – TD

# 7) ASSIGNMENTS

Create worksheet with the following fields

1) Roll no, Name, Hindi, Maths, Science, Economics, English, Total, Average, Remark, and Grade.
2) Calculate the Total by using Sum Function.
3) Calculate the Average by using average function.
4) Remark Should be Fail and Pass (If Formula)
5) Fail Students Show with Red text color and pass Students Show with Green Text Color

Calculate The grade as per the following condition

1) If Average < 50 then Grade should be F
2) If Average >=50 And < 55 then Grade should be D
3) If Average >=55 And < 65 then Grade should be C
4) If Average >=65 And < 75 then Grade should be B
5) If Average >=75 And < 85 then Grade should be A
6) If Average >=85 And <= 100 then Grade should be S
7) Apply Different Grades with Different Colors (Conditional Formula)

## 8) ASSIGNMENTS

1) Create the Worksheet with the following field
2) Sr. No, Customer Name, Check-In Date, Check-Out Date, Total Days, Room Type (AC, Gen), Amount.
3) Ac Room Charges = 500 Per Day
4) Gen Room Charges =  200 Per Day
5) Calculate the Amount.

## 9) ASSIGNMENT

1) Create the Worksheet with the following fields
2) Sr. No, Customer Name, Check-In Date, Check-Out Date, Total Days, Room Type (AC, Gen), Amount.
3) Ac Room Charges = 500 Per Day
4) Gen Room Charges = 200 Per Day
5) Calculate the Amount with discount.
6) If Total Days greater than or equal to 10 then gives one day discount otherwise No Discount.
7) If Total Days greater than or equal to 20 then gives Two days discount.

## 10) ASSIGNMENT

1) Create the Worksheet with the following fields
2) Sr. No, Customer Name, Check-In Date , Check-Out Date , Total Days , Room Type (AC, Gen), **Age,** Amount.
3) Ac Room Charges = 500 Per Day
4) Gen Room Charges = 200 Per Day
5) Calculate the Amount with discount.
6) If Total Days < 10 And Age < 60     --------------- No Discount
7) If Total Days >= 10 And Age < 60    --------------- 1 Day Discount
8) If Total Days < 10 And Age >= 60    --------------- 1 Day Discount
9) If Total Days >= 10 And Age >= 60 --------------- 2 Day Discount

## 11) ASSIGNMENTS

1. Enter the following fields
2. Sr. No, Name, Hindi, English, Eco, Science, Total
3. Highlight Those Students who scored more Than 200

## 12) ASSIGNMENTS

company RS-Universe Ltd. pays a monthly salary to its employees which consists of basic salary, allowance & deductions. The details of allowances and deductions are as follows:

**Allowance**

- **HRA Dependent on Basic**
    - 30% of Basic if Basic <=1000
    - 25% of Basic if Basic>1000 & Basic<=3000
    - 20% of Basic if Basic >3000
- **DA**
    - Fixed for all employees, 30% of Basic
- **Conveyance Allowance**
    - Rs. 50/-if Basic is <= 1000
    - Rs. 75/- if Basic >1000 & Basic<=2000
    - Rs. 100 if Basic >2000
- **Entertainment Allowance**
    - NIL if Basic is <= 1000
    - Rs.100/-if Basic > 1000
- **Deductions**
    - Provident Fund
        - 6% of Basic
    - Group Insurance Premium
        - Rs. 40/- if Basic <= 1500
        - Rs. 60/- if Basic > 1500 & Basic<=3000
        - Rs.80/- if Basic >3000

**Calculate the following:**

Gross Salary   = Basic + HRA + DA + Conveyance + Entertainment

Total deduction = Provident Fund + Group Insurance Premium

Net Salary     = Gross Salary - Total Deduction

# 13) ASSIGNMENT

**Create a table with following fields:**

1. Sr. No., Ca No. (Customer Account), Name, Previous Units, Current Units, Unit Consumed, Electricity Charge, Surcharge, Bill Payable

**Prepare a worksheet according to the following instructions:**

- Create a worksheet according to the requirements.
- Enter sample records (minimum 10) of electricity consumed by customers in a city.
- Apply formulas to calculate unit consumed.
- Apply formula to calculate electricity charges.
- Apply formula to calculate surcharge.
- Apply formula to calculate bill payable.
    - ∗ T**o calculate unit consumed** (current unit – previous unit)
    - ∗ **To calculate charge**
        - Unit consumed>200 then charge= 15 rs. Per unit.
        - Unit consumed >100 then charge= 10 rs. Per unit.
        - Otherwise charge= 3 Rs. Per unit.
    - ∗ **To calculate surcharge**
        - Charge > 5000 then surcharge=5% of electricity charge.
        - Charge > 1000 then surcharge=3% of electricity charge.
        - Otherwise, no surcharge.
    - ∗ **To calculate bill payable** (electricity + surcharge)

## 14) ASSIGNMENT

**Create a table with following fields:**

1) Meter No., Name, Previous Units, Current Units, Unit Consumed, Gas Charge, Sales Tax, Amount Payable

**Prepare a worksheet according to the following instructions:**

1) Create a worksheet according to the requirements.
2) Enter sample records (minimum 20) of Gas consumed by customers.
3) Apply formulas to calculate unit consumed.
4) Apply formula to calculate gas charges.
5) Apply formula to calculate service tax.
6) Apply formula to calculate amount payable.
   a. **To calculate unit consumed** (current unit – previous unit)
   b. **To calculate gas charge**
      i. Unit consumed >300 then charge= 24.82 Rs. Per unit.
      ii. Unit consumed >200 then charge= 22.45 Rs. Per unit.
      iii. Otherwise charge= 18.67 Rs. Per unit.
   c. Service tax is 14.2 % of gas charge.
   d. To calculate amount payable (gas charge + service tax)

## 15) ASSIGNMENTS

1. Create a Worksheet with the following Fields
   a. Should be in this order:  Emp ID, Last Name, First Name, Hours Worked, Wage Rate, 401k %, Gross Pay, 401(k) (Retirement Saving), and Net Pay.
   b. Make sure that the cells are sized so that you can read all of the text.
   c. Text of the headings should be Bold and font style should be "Bell MT"
2. Cell Formats
   a. $ format – Wage Rate, Gross Pay, 401(k), Net Pay
   b. % format – 401(k) %
   c. Number 0 decimal – Hours Worked
3. Enter the following data into your worksheet:
   a. make sure that Hours Worked and Medical Insurance are formatted with **Wrapped Text**.
4. Sort Data
   a. sort your data so that the last names are ascending (A-Z)
5. Insert a column after "Gross Pay" and before "401k". The column heading will be FICA (**Federal Insurance Contributions Act.**) Tax.  It should look exactly like the other column headers (you might want to use the format painter.)  The cells in this column will be in $ format with 2 decimal places.
6. Insert a row for Robert Davis (alphabetically according to the sort order).  His Employee ID is D5564, he worked 48 hours, his wage rate is $8.50, he contributes 9 to his 401k and his medical insurance is $19.00.
7. Enter the following calculations:
   a. **Gross Pay** = Hours Worked * Wage Rate
   b. **FICA Tax** = 7.65% * Gross Pay
   c. **401(k)** = 401k% * Gross Pay
   d. **Net Pay** = Gross pay – (FICA Tax + 401k Cont.+ Medical Insurance)
8. Skip one row and then enter TOTALS in Column A and bold it.  You will sum up the following columns – Hours Worked, Medical Insurance, Gross Pay, FICA Tax, 401k Cont. and Net Pay.  Use the Sum function to calculate this.  The other cells will be left blank.
9. Below TOTALS in Column A type AVERAGE and bold it.  You will average the following columns – Hours Worked, Wage Rate, 401k %, Medical Insurance, Gross Pay, FICA Tax, 401k Cont., and Net Pay

| Emp. # | Last Name | First Name | Hours Worked | Wage Rate(%) | 401(k) % | Medical Insurance (%) |
|---|---|---|---|---|---|---|

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| S1928 | Smith | James | 42 | 6.50 | 0.01 | 25.00 |
| M3746 | Miller | Mary | 40 | 6.00 | 0.05 | 15.00 |
| W7382 | Welsh | Samuel | 60 | 7.60 | 0.00 | 18.00 |
| C9100 | Christians | Samantha | 55 | 8.40 | 0.11 | 20.00 |

## 16)  ASSIGNMENT

1.  Make the numbers in this table red if <0, green if >0

| Roll No | Name | Profit / Loss in (k) |
|---|---|---|
| 1 | Rahul | 85 |
| 2 | Sumit | 58 |
| 3 | Amit | -52 |
| 4 | Ajay | -2 |
| 5 | Raju | 88 |
| 6 | Kaju | -58 |

## ASSIGNMENT:14

| STUDENT GRADES | | | | | | | |
|---|---|---|---|---|---|---|---|
| STUDENT ID | STUDENT NAME | POINT EARNED | GRADE | | | | |
| 1 | Rahul | 97 | | | | | |
| 2 | Sumit | 59 | | | POINTS EARNED | GRADING SCALE | |
| 3 | Amit | 67 | | | 0 | F | |
| 4 | Aman | 73 | | | 60 | D | |
| 5 | Suraj | 91 | | | 68 | D+ | |
| 6 | Raju | 92 | | | 70 | C- | |
| 7 | Kaju | 77 | | | 73 | C- | |
| 8 | Abhishek | 64 | | | 78 | C+ | |
| 9 | Vaishali | 68 | | | 80 | B- | |
| 10 | Vandana | 82 | | | 83 | B- | |
| 11 | Rohan | 86 | | | 88 | B+ | |
| 12 | Abhay | 70 | | | 90 | A- | |
| 13 | Suraj | 64 | | | 93 | A- | |
| 14 | Nitya | 58 | | | | | |
| 15 | Manisha | 63 | | | | | |
| 16 | Shatrughan | 87 | | | | | |
| 17 | Dheeraj | 88 | | | | | |
| 18 | Monu | 54 | | | | | |
| 19 | Rachit | 68 | | | | | |
| 20 | Rajesh | 98 | | | | | |

1)  Find out Student's Grade
2)  Table look like same as above

## 17)  ASSIGNMENT

| Emp ID | EMP. NAME | AGE | HEART RATE |
|---|---|---|---|
| | **EMPLOYEE HEART RATE** | | |
| 1 | Rahul | 32 | |
| 2 | Sumit | 56 | |
| 3 | Amit | 20 | |
| 4 | Aman | 57 | |
| 5 | Suraj | 55 | |
| 6 | Raju | 23 | |
| 7 | Kaju | 61 | |
| 8 | Abhishek | 65 | |
| 9 | Vaishali | 52 | |
| 10 | Vandana | 55 | |
| 11 | Rohan | 40 | |
| 12 | Abhay | 21 | |
| 13 | Suraj | 50 | |
| 14 | Nitya | 44 | |
| 15 | Manisha | 31 | |
| 16 | Shatrughan | 41 | |
| 17 | Dheeraj | 33 | |
| 18 | Monu | 21 | |
| 19 | Rachit | 39 | |
| 20 | Rajesh | 38 | |

| SUCCESS SCALE | |
|---|---|
| AGE | HEART RATE |
| 0 | 100-150 |
| 60 | 98-146 |
| 68 | 95-142 |
| 70 | 93-138 |
| 73 | 90-135 |
| 78 | 88-131 |
| 80 | 85-127 |
| 83 | 83-123 |
| 88 | 80-120 |
| 90 | 78-116 |
| 93 | 75-113 |

1) Use If function to find Heart Rate of the employee
2) Table should be look better to above table

## 18)  ASSIGNMENT

| COMP. NAME | COMP. SEGMENT | REVENUE | EXPENSES | NET INCOME/LOSS | REGION |
|---|---|---|---|---|---|
| | | | **HELLO UNIVERSE** | | |
| 1 | Rahul | 139710 | 39606 | | S |
| 2 | Sumit | 181991 | 32334 | | N |
| 3 | Amit | 127748 | 37321 | | S |
| 4 | Aman | 60947 | 23984 | | N |
| 5 | Suraj | 80068 | 41780 | | W |
| 6 | Raju | 193979 | 37374 | | NE |
| 7 | Kaju | 101162 | 41354 | | SE |
| 8 | Abhishek | 166331 | 35984 | | N |
| 9 | Vaishali | 80152 | 26291 | | W |
| 10 | Vandana | 141338 | 26967 | | E |
| 11 | Rohan | 79982 | 24615 | | N |
| 12 | Abhay | 149010 | 39502 | | SE |
| 13 | Suraj | 137464 | 41804 | | N |
| 14 | Nitya | 177781 | 36203 | | E |
| 15 | Manisha | 126720 | 33520 | | NE |
| 16 | Shatrughan | 62982 | 36508 | | SE |
| 17 | Dheeraj | 53113 | 44003 | | S |
| 18 | Monu | 109848 | 44879 | | N |
| 19 | Rachit | 90035 | 41199 | | W |
| 20 | Rajesh | 143457 | 47605 | | E |

| REGION | |
|---|---|
| REGION | ADJUSTED REGION |
| N | 1 NORTH |
| S | 2 SOUTH |
| E | 3 EAST |
| W | 5 WEST |
| NE | 1 NORTH |
| SE | 2 SOUTH |

## 19)  ASSIGNMENT

1) Create the worksheet with the following fields
2) Sr. No, Student Name, Fathers Name, Batch Timing, Faculty Name, Modules Name Etc.
   a. Make Heading bold and with red text color font style "Aparajita"
3) Insert 10 Records
4) Sort the Data in Ascending Order Student Name wise and Copy it to Sheet 2 with Proper Heading (Student Sorted Data Name Wise) and change sheet name "Name wise sorting"
5) Sort the Data batch Timing Wise and Copy it to Sheet 3 with proper Heading (Student Sorted Data Batch Timing Wise) and change sheet name "Timing wise sorting"
6) Sort the Data Module Wise and Copy it to Sheet 4 with Heading

## 20) ASSIGNEMNT

1) Create calendar as given below

| January | | | | | | |
|---------|---------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | 1<br>Steven one-one-one | 2 |
| 3 | 4 | 5<br>Meeting<br>Doctors Appt | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14<br>Leadership Meeting | 15 | 16 |
| 17 | 18<br>Vacation | 19<br>Vacation | 20<br>Vacation | 21<br>Vacation | 22<br>Vacation | 23 |
| 24 | 25<br>Interview loop | 26 | 27 | 28<br>Jennifer's Birthday | 29 | 30 |