

* pivot table:

* Steps:

Select table



click on insert menu



click on ~~new~~ pi work pivot table



click on new worksheet



OK



~~Select field from pivot table fields~~

A Table:

Product List

No.	Product Name	Cost	Quantity	Customer Price
1	Keyboard	1000	10	1500
2	Mouse	400	50	700
3	Cabinet	3000	40	4000
4	Processor	10000	5	15000
5	Ram	1500	6	2000
6	HDD	5500	15	6500
7	SSD	7000	13	8000

Pivot table:

Row Labels	Sum of No	Sum of Quantity	Sum of Cost	Sum of Customer Price
Cabinet	3	40	3000	4000
HDD	6	15	5500	6500
Keyboard	1	10	1000	1500
Mouse	2	50	400	700
Processor	4	5	10000	15000
RAM	5	6	1500	2000
SSD	7	13	7000	8000
Grand Total	23	139	28400	37700

Pivot table fields

Search

- ☒ No
- ☒ Product name
- ☒ Cost
- ☒ Quantity
- ☒ Customer price

More Tables...

Drag fields between areas below

Filters

Columns

Σ value

Rows

Σ values

Product name

Sum of No

Sum of all

Macro facility

Steps:

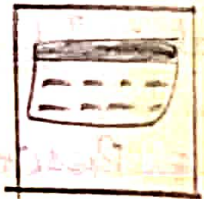
1. Open excel
2. go to view menu
3. Click macros
4. click Record macros
5. Set a macro name
6. Take a shortcut key
7. Click ok
8. Create a table
9. stop recording
10. write shortcut key

Teacher's Signature : _____

Student marks sheet

Roll No	Name	gug	eng	Sci	total
1	Jigur	56	66	81	203
2	Sinai	88	72	99	259
3	Ayushi	59	60	82	201
4	Jay	62	61	66	190
5	Muvi	72	78	67	217
total	-	203	294	201	1070

Step-1



Step-2

macro

macro name

macro 1

macro1

u

?

x

Run

Stop info

Quit

Create

Delete

Others

macros: n:

All

Open

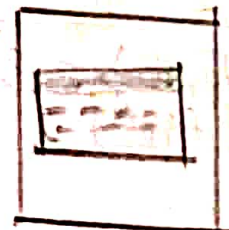
Close

Save

Cancel



<input type="checkbox"/>	view macros
<input type="checkbox"/>	Recall macros
<input checked="" type="checkbox"/>	use Relative



Step-3

<input type="checkbox"/>	view macros
<input type="checkbox"/>	Stop Recall
<input checked="" type="checkbox"/>	use Relative

* Student mark sheet using formula & chart

→ Steps:

1. Open excel worksheet.
2. S. Name = It define student name.
3. Subject = It define subject name.
4. Opt = It define obtain marks.
5. Formula = Sum = C lang. + DBMS + DCSA
6. Total = It define total marks
7. Per = Percentage formula: $\text{Opt. m} / \text{total} * 100$
8. Grade = formula = $\text{if}(K5 \geq 80, "A+", \text{if}(K5 \geq 70, "4", \text{if}(K5 \geq 60, "B+", \text{if}(K5 \geq 50, "B", \text{if}(K5 \geq 40, "C", "Pass")))))$
9. Pass/Fail formula:
 $\text{if}(AND(C5 \geq 33, A5 \geq 33, H5 \geq 33), "pass", "fail")$

S.No	S. Name	C Language	DBMS	DCSA	OPT marks	Total	Pr.	Grade	Pass/ Fail
1.	A	40	68	55	159	300	53	B	pass
2.	B	23	54	56	133	300	44.33	C	fail
3.	C	65	67	43	175	300	58.33	B	pass
4.	D	64	53	70	187	300	62.33	B+	pass
5.	E	34	54	50	138	300	46	C	pass
6.	F	37	65	34	136	300	45.33	C	pass
7.	G	40	54	45	139	300	46.33	C	pass
8.	H	50	6	65	121	300	40.33	C	fail
9.	I	40	3	35	78	300	26	C	fail
10.	J	24	6	6	36	300	12	C	fail

Salary sheet using formula

⇒ Steps:

1. Open the excel worksheet.
2. Emp. id = it define employee id.
3. Emp Name = it define employee name.
4. It define base salary.
5. It define working days.
6. It define working days amount.
Formula: $\text{Base salary} \times \text{working days} / 30$
7. It define over time days.
8. It define over time amount.
Formula: $\text{Base salary} \times \text{over time days} / 30$
9. It define house rent amount.
Formula: $\text{if } (BS \geq 3000, 500, 0) \text{ [Example} = 14000]$
10. It define medical Exp.
Formula: $\text{if } (BS \geq 3000, 250, 0) \text{ [Exp} = 14000 (B2)]$
11. It define Gross salary
Formula: $\text{Working day a.t overtime} + \text{HR} + \text{medical Exp}$ [Ex... $ES, 11 = WDA \times 1\%$
12. It define PF (11%).
Formula: $\text{working day amount} \times 11\%$
13. It define Net salary
Formula: $\text{Gross salary} - ES, I - PF: \text{Advance}$

Teacher's Signature : _____

Emp ID	Emp name	Base Salary	working Days	working Day Amount	Overtime Day	Overtime Day Amount	House Rent	PF
1	A	2000	18	1800	2	133.33333	1000	1.98
2	B	2000	20	2000	3	9000	1000	2.2
3	C	2100	21	1470	4	8400	1000	2.31
4	D	2000	18	1320	3	6600	1000	1.98
5	E	1800	19	1140	2	3600	1000	2.09

Net Salary
4215.33333
5903
5314
4983
4502

* Create a database with different data types using wizard.

* Steps:

1. Open Microsoft Access
2. Click Tables and click design view.
3. Add the table name.
4. Field name Emp_id and Data type is Auto Number.
5. Next field name Emp_name & Datatype is Text.
6. Next field name Emp_Birthdate & Data type is Date/Time.
7. Next field name Emp_contact & Data type is Number.
8. Next field name Emp_salary & Data type is Currency.
9. Then Emp = i
9. Next field name Emp_HRA & Data type is Currency.
10. Then Emp_info click and save the table & close.
11. Then click open Emp_info : Table
12. In one row all field seen.
13. Type a name and automatic Emp_id Number is draw
14. Step-by-step all field name fill
15. Then click the Emp_info and save the table.

Budhi
23/11

Teacher's Signature : _____

Employee Information by MS-Access

All Tables

Emp_info

Emp_info

Emp_info Table

Field Name	Data Type
Emp_id	Auto Number
Emp_Name	Text
Emp_Birthdate	Date/Time
Emp_Contact	Number
Emp_Salary	Currency
Emp_HRA	Currency

General

Lookup

Field Size

New Value

Format

Caption

Indexed

Smart Tags

Text Align

Emp_info

Emp_ID	Emp_Name	Emp_date	Emp_Contact	Emp_Salary	Emp_HRA	Add Field
1	Vignan	25/09/2000	7979199100	30,000	1000	
2	Ketu	02/08/1999	9316437924	40000	1000	
3	Neer	7/11/1998	9913217816	4500	1000	
4	Veer	09/11/2001	257551246	71000	1000	
5	Arja	10/12/2003	2929795767	8990	1000	
6	Jag	12/01/1997	5554381495	98000	1000	

