

# SHEET -1

DATE \_\_\_\_\_  
PAGE NO. \_\_\_\_\_

A	B	C	D	E
Player Name	Round 1	Round 2	Round 3	Average
Ajay	5	4	5	
Vinod	2	2	9	
Rakesh	7	5	1	
Madan	8	4	6	
Total	:	:	:	

Ques 1 Write formula using cell reference for each player to calculate average score.

Ques 2 Write formula using cell reference to calculate total score in each round.

Ques 3 Write formula using cell reference to calculate maximum and minimum score among first and third round.

## SHEET - 2

	A	B	C	D	E	F
Sl. No.	Name	Science	Math	Computer	Total	
1	Swati	70	80	87		
2	Shruti	90	98	89		
3	Neetu	60	90	98		
4	Rashmi	50	76	79		
5	Shreya	45		67		
6	Max					
7	Total					

Ques. 1 write formula etc calculate the total marks of shruti and swati as sum of science, math and computer (use cell reference)

Ques. 2 calculate the average marks of neetu.

Ques. 3 calculate the highest marks in computer and display it in cell (E7)

Ques. 4 calculate the total number of student appearing for science. list and display it in cell [C8]

# SHEET - 3

DATE 20  
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A	B	C	D	
1	S.no	item	Sales in year 2017 - 18	Sales in year 2018 - 19
2	1	Apple	10,000	2,00,000
3	2	Mango	50,000	80,000
4	3	Orange	30,000	70,000
5	4	Crabapples	60,000	10,000
6	5	Pineapple	100,000	12,50,000
7	6	Total		

Ques 1 Write formulae using cell reference to calculate sum of all items in year 2017 - 18 and 2018 - 19

Ques 2 Write formula using cell reference to calculate highest and lowest sale in year 2017 - 18

Ques 3 Write formula using cell reference to calculate highest and lowest sale in 2018 - 19

## SHEET - 4

DATE: / /  
PAGE NO.

A	B	C	D	E	F
1. Emb. code	Emb. name	Branch	Basic	Medical	ZP
2. 201	Jeeha	Accounts	10,000	1000	1000
3. 202	Meena	Sales	9,600	960	960
4. 203	Reena	Sales	10000	1000	1000
5. 204	Shina	Accounts	10500	1050	1050
6. 205	Neera	Sales	9000	900	900

Write formula to:

- (a) calculate medical Allowance ad. 8% of basic salary.
- (b) calculate total pay of each employee.
- (c) find out average basic salary of sales branch.
- (d) find highest medical allowance.
- (e) Find out the total pay of employee  
Code: 204

# SHEET - 5

A	A	B	C	D	E	F
1	Name	Hindi	Science	Math	S.S.T	English
2	Tanya	78	67	65	77	81
3	Nitin	65	56	45	67	34
4	Ravi	87	97	77	84	84
5	Hari	34	23	43	22	12
6.	Nishu	65	66	45	87	67

Ques 1 Write formula using cell reference to calculate average marks scored by Ravi.

Ques 2 Write formula using cell reference to find out maximum score in maths.

Ques 3 Write formula using cell reference to calculate total marks scored by Hari and Nishu.

Ques 4 Write formula using cell reference to calculate lowest marks in Hindi.

Ques 5 Write steps of average data in ascending order by name of students.

# SHEET - 6

DATE: 20  
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	A	B	C	D	E	F	G	H
		150	150	180	120	150		
1	Name	Himoli	Science	Math	SST	English	Total	Percentage
2	Amar	78	67	65	77	81	..	..
3	Priya	65	56	45	67	34	..	..
4	Rohit	87	97	77	84	84	..	..
5	Yamini	34	23	43	22	12	..	..
6	Nisha	65	66	45	87	67	..	..

Ques 1 calculate total of all subjects for each student.

Ques 2 calculate Percentage of maximum marks in each subject is 100.

Ques 3 calculate Percentage of maximum marks in Hindi, Science and Math is 150 and SST and English is 120.

Ques 4 Find grade according to the following conditions.

Percentage.

$>= 80\%$

$>= 70\%$  and  $< 80\%$

$>= 60\%$  and  $< 70\%$

$>= 50\%$  and  $< 60\%$

$< 50\%$

Grade

Grade A

Grade B

Grade C

Grade D

Fail

Ques: Find Yamini's Science Number

Ques: Find Math's marks of Amar

Ques: Find SST is marks of Priya

# SHEET - 7

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ge.	A	B	C	D	E	F
	Students Name	Gender	Test(20)	Assessment (100)	Exam. (50)	
2	Maryam	M	17	70	34	
3	Gulstov	M	7	73	23	
4	Tatenda	F	14	77	35	
5	Cecilia	F	15	60	29	
6	May	M	14	78	40	
7	Tendai	F	8	56	24	
8	Advaro	M	16	60	39	

write steps to

cave 1 insert a new column between D and E  
F

cave 2 in F column, calculate total marks.

3. calculate percentage in C2

cave 3 find grade if

Percentage

$$> = 80\%$$

$$> = 70\%$$

$$> = 60\%$$

$$> = 50\%$$

$$\leq 50\%$$

Grade

A

B

C

D

Fail

cave 4 find Maryam's grade marks.

cave 5 Total marks of P gender.

cave 6 Arrange Data in Ascending order.

# SHEET - 8

DATE: 20  
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	A	B	C	D	E	F
1	Name	Aman	Rohit	Reeta	Umesh	Anu
2	Hindi	78	67	65	77	81
3	Math	65	56	45	67	34
4	English	87	97	77	84	86
5	Science	34	23	43	22	12

Ques 1 Total marks achieved by Rohit

Ques 2 If maximum marks in each subject is 100, then calculate overall percentage scored by Anu.

Ques 3 Find maximum marks scored in science

Ques 4 Count the cell having marks more than 75 among all subjects

# SHEET-9

A      B      C      D      E      F      G

I	Annual Fruit Sales.				F	G	
2	Fruits	2015	2016	2017	2018	Total	Average
3	Apple	1000	2300	1200	1600		
4	orange	2300	2500	1600	1800		
5	Banana	500	2500	1200	2000		
6	crepes	1500	1300	1700	2500		

Ques 1 Write formula to calculate total sales for each fruit using cell reference.

Ques 2 Calculate average sales of orange and Banana.

Ques 3 Write formula to find maximum number of sales during 2015 to 2017.

Ques 4 Count the cell in which fruit sales below 1500.

Ques 5 In 2018 year, find orange in sales.

## SHEET - 10

	A	B	C	D	E
1	Sales	Region	order	Total sales.	1
2	Madhuri	East	228	49017	2
3	Ralph	North	267	70702	3
4	Sam.	East	279	77735	4
5	Mary	South	284	61676	5
6	Jones	South	286	87888	6
7	Joe	West	226	45606	7
8	Tom	North	261	69496	8
9	Bill	South	217	41107	9
10	Frank	West	268	42707	10
11	Mary	West	234	57967	11

Ques. 1 calculate sum of total sales of East region.

Ans. 2

Ques. 2 Find Joe's order.

Ans. 3

Ques. 3 count the cell in which total sales greater than equal to 50000.

Ans. 4

Ques. 4 Find Mary's total sales.

Ques. 5 In which Region Tom live.

# SHEET-II

DATE : / / 20

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A	B	C	D	E
1		2003 Budget		
2 Expense	Jan.	Feb.	Mar.	Total.
3 Rent	235	350	350	
4 Car payment	100	235	235	
5 Electrical Bill	50	95	85	
6 Telephone Bill	200	315	415	
7 Food	80	300	225	
8 Gas	125	60	50	
9 Snow Boarding	350	150	125	

Ques 1 Find total expense.

Ques 2 calculate sum of each column separately.

Ques 3 calculate highest and lowest budget of Jan. Month.

Ques 4 find Rent of March Month.

# SHEET - 12

DATE: / 20

PAGE NO.

A

B

C

D

	Name	age	Department	Salary	
1	a	24	Sales	64632	1
2	b	32	Management	80611	2
3	c	53	Management	14957	3
4	d	25	qa	68743	4
5	e	46	Sales	56992	5
6	f	44	Management	57261	6
7	g	28	qa	48897	7
8	h	33	Sales	69014	8
9	i	36	Sales	13554	9
10	j	61	Management	23980	10
11	k	22	qa	50861	11
12	l	42	Sales	67864	12
13	m.	31	qa	74113	13
14					14

Ques 1 Find total salary of sales branch.

Ques 2 calculate Average of these salary  
in which employee age is above  
30.

Ques 3 calculate total of salary for these  
employee whose age is above  
30 and also in Sales Branch.

Ques 4 count management Branch employee  
id numbers.

# SHEET - 13

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A	B	C.	D.
1 categories	Name	city	Price.
2 veg	onion	Karnal.	1600
3 veg	ginger	Karnal.	2200
4 fruit	apple	Panipat	1400
5 fruit	orange	Karnal	2800
6 veg	onion	Sonipat	1750
7 fruit	orange	Sonipat	1660
8 veg.	ginger	Karnal.	1780
9 fruit	Banana	Panipat	2150
10 fruit	apple	Panipat	2145
11 veg.	tomato	Sonipat	6170
12 veg.	ginger	Sonipat	6270
13 veg.	tomato	Karnal.	6289
14 fruit	apple	Karnal.	1770
15 fruit	Banana.	Panipat	1690
16 veg.	tomato	Karnal.	2150

Ques 1 calculate average of Price of veg categories

Ques 2 calculate total of Price of these  
whose categories is veg. Name =  
ginger and city = Karnal.

Ques 3 Design Pivot table by using this  
table.

Ques 4 Count fruit categories (Countif)

# SHEET - 14

	A	B	C	D
1	Emp code	Basic Pay	Hra	Overset Pay.
2	E001	7000		
3	E002	5800		
4	E003	7800		
5	E004	8000		
6	<b>Total</b>			

case 1 If Basic cell of employee is greater than 7000 Hra should be 12%.  
Else 10% of Basic.

case 2 Ovress pay of employees. (Basic Pay)

case 3 Total of Basic, Pay, Hra, Gross Pay  
for each column, separately.

# SHEET-15

DATE: / 20  
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A	B	C	D
Product	Quantity	Rate	Amount
1 Besan	1	100	
2 Rice	5	40	
3 Sugar	4	30	
4 Atta	30	40	
5 Tea	2	70	

~~Ques 1~~ Find the amount of product by using formula.

~~Ques 2~~ Find the highest and lowest rate of Product

# SHEET - 16

DATE

PAGE NO.

A

1	year
2	2016
3	2017
4	2018
5	Total sales
6	Average sales

B

sales in (Rs)
520,000
2,45,000
15,00,000

~~Ques 1~~ Write formula? function to calculate highest sales in cell (B5)

~~Ques 2~~ Write formula? function to calculate lowest sales in cell

## SHEET 4-17

DATE: / 20  
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	A	B	C	D
1	Goods Name:	Rate (per kg)	Quantity Sold	Total
2	Cashew Nut	7.50	50	
3	Almond	8.00	45	
4	Apricot	6.80	73	
5	Raisin	5.96	98	

~~Ques 1~~ write formula using cell reference  
to calculate Total Amount of each item.

~~Ques 2~~ write formula using cell reference  
to find minimum and maximum  
rate.

# - SHEET - 18

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2

A B C D E F

	Novel Name	Rate	Disamt	Dis Amt	Qty	Total
1	1					
2	2	Urooban	500	4%		12.
3	3	Punjya	398	2		8
4	4	Madhushu	700	5		4
5	5	Ramas	550	4		7
6						

~~Ques 1~~ calculate the dis Amt fare each novel

~~Ques 2~~ calculate the Total amt Paid for each novel.

~~Ques 3~~ write formula to find maximum and minimum rate of Novel.

# ~~SHEET - 19~~

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	A	B	C	D
		quarter 1	quarter 2	quarter 3
March	500	250	35	
April	300	120	45	
May	100	95	55	
Total.	:			
TAX				

$$\text{Tax} = 4\%$$

Ques 1 calculate the total for each quarter.

Ques 2 calculate the tax of each quarter.

# SHEET - 20

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A

1	1	Month
2	2	May
3	3	June
4	4	July
5	5	August
6		

B

Sale
935
544
829
610

~~ave~~

~~Sum =~~

~~Average =~~

~~Min =~~

~~Max =~~

~~ave~~

SHEEY-21

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1	Expenses	Jan	Feb	Mar	Total
2	Rent	350	350	350	
3	car payment	235	235	235	
4	Electric Bill	100	95	85	
5	Telephone Bill	50	35	40	
6	Food	200	215	195	
7	gas	80	60	50	
8	Snow Boarding	125	150	125	

~~total Expenses~~

# SHEET-22

A	B	C	D	E	F	G H
1	8. No	Year	Name	Department	Basic	Hra
2	1	1994	Neha	Accts	14500	
3	2	1998	Neetu	EDP	10000	
4	3	1999	Hukm	Accts	18000	
5	4	2000	Arch	Accts	18000	
6	5	2000	Charan	EDP	18000	
7	6	1994	Mona	EDP	20000	
8	7	1999	Sunil	EDP	20000	
9	8	1997	Pooja	EDP	20000	
10	9	1997	Adan	EDP	8500	
11	10	1998	Silma	Accts.	10000	
12	11		Total		15900	

a)

$$\text{Hra} = 4\% \text{ of Basic}$$

b)

$$\text{Pf} = 10\% \text{ of basic}$$

c)

$$\text{Net} = \text{Basic} + \text{Hra} - \text{Pf}$$

d)

$$\text{Total of each column.}$$

# SHEET - 23

DATE \_\_\_\_\_  
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	A Product	B Rate	C Quantity
1	P01	500	5
2	P02	700	4
3	P03	400	7
4	P04	200	9

~~Ques 1~~ If there is a ~~discount~~ of Rs. 100 on product P01 write formula to calculate products (use all reference to write formula)

~~Ques 2~~ Write formula to calculate maximum rate of product and total quantity.

# SHEET - 24

	A	B	C	D	E	F	G	H
1	Emp Code	Name	Dept	Salary	HRA	Gross	PF	Net
2	001	A	Sales	20,000				
3	002	B	Finance	50,000				
4	003	C	HR	35000				
5	004	D	Sale	40,000				
6	005	E	HR	30000				
7	006	F	Sales	45000				

Ques. 1 calculate the HRA of employee at 10% of salary

Ques. 2 Find the number of employee for salary greater than 30,000 in sale department.

Ques. 3 calculate the gross sal. of employees

Ques. 4 PF of employees is 5%.

Ques. 5 calculate the net salary of GDR.

# SHEET - 25

A	B	C
1. Year	Product (in kg)	Stock
2. 2011	200	85
3. 2012	500	52
4. 2013	400	100
5. 2014	500	85

Use cell reference to write formula

- ① Write formula to calculate total production between 2011 to 2012.
- ② ~~Write formula to calculate total stock in 2012.~~
- ③ Write formula to find minimum figure of production.
- ④ Write formula to ~~average of~~ <sup>Average</sup> of all stock.

A

B

SHEET-96

20

PAGE NO.

Overtime

	Pay Roll No.	Name	Salary	Overtime	Awards	Total
1	1001	Anita	10000	900	1600	
2	1002	Moush	14000	700	1800	
3	1003	Syman	15000	600	1500	
4	1004	Pankaj	17000	500	1800	
5	1005	Rehan	10,000	800	1400	
6						
7						
8						

Write formula to calculate the total salary in cell P2.

Write formula to count the number of employee who get salary less than 15000 in cell F1

Write formula to enter current system date in cell P8

# SHEET - 27

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150

## Students Marks. Questions

	A	B	C	D	E	F	G
1	Roll No.	First Name.	Last Name.	Hindi	Eng	Math	Science
2	101	Amit	Kumar	89	100	105	110
3	102	Rajat	Singh	96	96	108	118
4	103	Karan	Rana	100	100	105	105
5	104	Oyan	Verma	105	105	117	107
6	105	Surbhi	Rahi	95	99	90	120
7	106	Reena	Mehra	99	90	119	116

Note: The above marks are out of 150  
in each subject

1 write formula to (use cell reference to  
write formula)

1 Join First Name and Last Name of candidate  
having roll no 105

2 calculate percentage of marks scored  
by Rajat in Hindi

3 calculate total marks scored by  
Reena

4 Find highest score in English.

	A	B	C Sales	D	E	F	G	H	I	J
1	item	2013	2014	2015	2016	Total	Avg.	Min	Max	Final Total
2	Rice	1500	1800	2500	2100	.	.	.	.	1500
3	wheat	1700	2200	2100	1700	.	.	.	.	1700
4	oil	1300	1400	1600	2000	.	.	.	.	1300
5	Sugar	2100	2300	1300	1900	.	.	.	.	2100
6	Total Sales > 2000									
7										

- (1) find out Total in f2
- (2) find out Average in G2
- (3) find the maximum no. of Sales in J3
- (4) find the minimum no. of Sales in H4
- (5) find the Sales, if greater than 2000 in f6.

## Sheet-28

	A	B	C	D	E
1	Product Code	Product Name	Price (inrs.)	Quantity	Amount
2	P01	Computer	20000	1	20000
3	P08	CPU	300	20	6000
4	P44	Mouse	200	15	3000
5	P12	Printer	2000	16	32000
6	P21	Mousepad	100	15	1500
7	P38	Keyboard	700	13	9100
8	P41	UPS	350	04	1400
9	P79	Joystick	450	08	3600

1. Calculate the amount for each product.
2. Calculate the maximum amount.
3. Calculate the minimum amount.
4. Calculate the total amount.
5. ~~Calculate~~ Count the product with amount more than 800.

## Sheet 29

A	B	C	D	E	F
1 Pay Roll No	Name	Salary	Overtime	Arrear	Total Salary
2 1001	Anita	10000	900	1600	-
3 1002	Harish	14000	700	1800	
4 1003	Suman	15000	600	1500	
5 1004	Pankaj	17000	500	1800	
6 1005	Rohan	16000	800	1400	

(a) Write formula to calculate the total salary of Suman.

(b) Write formula to count the number of employees who got less than Rs 15000 as Salary.

(c) Write formula to count the number of employee whose arrears is between Rs 1600 and Rs 1800.

## Sheet 30

	A	B	C	D	E	F	G	H	I
1	Items	2013	2014	2015	2016	Total	Avg	MIN	MAX
2	Rice	1500	1800	2500	2100		:		
3	wheat	1700	2200	2100	1700				
4	Oil	1300	1400	1600	2000				
5	Sugar	2100	2300	1300	1900				
6									

- Find out total in F2
- Find out Average in G2
- Find the maximum no. of Sales in
- Find the minimum no of Sales in H
- Find the sales if greater than 2000 in F6.

## Sheet 31

	A	B	C	D	E	Average Marks
X	Name	Age	Sem1	Sem2		
2	Manoj	22	200	250		
3	Priya	25	221	225		
4	Pushpa	24	203	200		
5	Deepak	22	155	150		

(a) write formula to calculate average marks of each student.

(b) write formula to calculate Highest & lowest marks in Sem 2.

## Sheet 32

A EMP Number	B EMP Name	C Hourly Rate	D Hours worked	E Gross Pay	F SS Tax	G Net Pay
2 E00001	Ford	7.5	35			
3 E00002	Mino	8	30			
4 E00003	Bell	6.5	25			
5 E00004	Davis	9	40			
6 E00005	Turro	10	39			

- (a) Calculate gross pay of each employee
- (b) Calculate S.S Tax @ 2 %.
- (c) Calculate Net pay of employees.

$$\left. \begin{aligned} \text{Gross pay (G.P)} &= \text{HR} \times \text{HW} \\ \text{S.S Tax} &= \text{G.P} * 2\% \\ \text{Net pay} &= \text{G.P} - \text{S.S Tax} \end{aligned} \right]$$

Sheet 33

A	B	C	D	E
Month	Cosmetics	Hair Accessories	Medicines	Max Sale
1				
2 Jan	12,000	8000	3500	
3 Feb	12,000	6500	3200	
4 March	12,000	7200	1200	
5 April	13,000	9000	800	
6 Total Sales				

(a) Find total sales of cosmetics, Hair accessories & medicines in the cells B6, C6 & D6 respectively.

(b) Find out the maximum sale for each month in cell E2 to E5.

(c) Find the average sale for the month of March in cell F4.

F
Average Sale
1
2
3
4
5
6

## Sheet 34

A	B	C	D	E	F	G
Name	Age	Experience (No. of years)	Salary (per Month)	Salary (per Annum)	HRA (10% of Salary per Annum)	Total Salary
1						
2 Harish	43	10	27000	324000	..	
3 Vandana	34	8	25000	300000	..	
4 Pooja	28	3	17000	204000	..	
5 Ankit	32	5	22000	264000	..	
6 Maximum Experience						

Use cell reference to write formula.

- Write formula to calculate total salary per Annum of employees in cell E2.
- Write formula to calculate HRA(10% of Salary per Annum).
- Write formula to calculate Total salary of an employee including HRA in cell G2.
- Write formula to find the maximum experience of an employee in cell C6.

## Sheet 35

E	F	G	A	B	C	D	E	F	G
salary	HRA	Total		ANNUAL	FRUIT	SALE			
Annual(10% of) Salary			1						
			2	FRUIT	2015	2016	2017	2018	TOTAL AVERAGE
			3	Apple	1000	2300	1200	1600	
			4	Orange	2300	2500	1600	1800	
			5	Banana	500	2500	1200	2000	

- (a) Write formula to calculate average total sale for each fruit (use cell reference)
- (b) Write formula to calculate average sales of orange & banana.
- (c) Write formula to find maximum no. of sales during 2015 to 2017

Total salary  
cell E2.  
HRA (10% of  
cell C6.)

Total  
HRA

maximum  
cell C6.