Department of Education Administration and Development
Faculty of Education
Leadership Development and Management
National Institute of Education
Meepe

Topic of the assignment :- ICT AND COMMIUNICATION SKILLS

Course cord :- MED 110203

Subject name :- ICT AND COMMIUNICATION SKILLS

Medium :- Sinhala

Type of the Assignment :- Individual

Name of the student :- K.Sobhitha thero

Registration number :- MM 21S0030

2022

මාසික ආදායම හා වියදම තුලනය කිරීම සඳහා පැතුරුම්පතක් සකස් කිරීම

පියවර 1-

පහත පරිදි මාසික ආදායම් හා වියදම් වගුවක සකස් කර ගැනීම .

	A	B	C	D
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)			
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE	
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)
4	SALARY	90000	Grocery	25000
5			Fruits	3000
6			Vegitables	4000
7			Telephone Bill	2000
8			Electricity Bill	1500
9			Internet Bill	3500
10			Water Bill	700
11			Medicine	3000
12			Class fees	5000
13			Car service	7000
14			Travelling & petrol Bill	15000
15			Clothes	3000

පියවර 2-

මුළු ආදායම් වල එකතුව = SUM(B4:B15) සමීකරණය මගින් ලබා ගැනීම.

	A	B
	SUM	=SUM(B4:B15)
1	MONTHLY INCOME AND EXPENDITURE(	
2	DETAILS OF INCOME	
3	DETAILS	AMOUNT (Rs.)
4	SALARY	90000
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16	TOTAL INCOME	=SUM(B4:B15)
17		

පියවර 3 –

මාසික වියදම් වල මුළු එකතුව = SUM(D4:D15) සමීකරණය මගින් ලබා ගැනීම .

	SUM	▼	⊙	✗ ✔ ƒ	=SUM(D4:D15)	

	A	B	C	D
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)			
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE	
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)
4	SALARY	90000	Grocery	25000
5			Fruits	3000
6			Vegitables	4000
7			Telephone Bill	2000
8			Electricity Bill	1500
9			Internet Bill	3500
10			Water Bill	700
11			Medicine	3000
12			Class fees	5000
13			Car service	7000
14			Travelling & petrol Bill	15000
15			Clothes	3000
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	=SUM(D4:D15)

පියවර 4 –

පතුරුම්පතේ ඉහළ පේළියක ඇති කෝෂයක ප්‍රතිශත අගය= 10% ඇතුලත් කිරීම.

	A	B	C	D	E	F
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE			
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)		
4	SALARY	90000	Grocery	25000		
5			Fruits	3000		
6			Vegitables	4000		
7			Telephone Bill	2000		
8			Electricity Bill	1500		
9			Internet Bill	3500		
10			Water Bill	700		
11			Medicine	3000		
12			Class fees	5000		
13			Car service	7000		
14			Travelling & petrol Bill	15000		
15			Clothes	3000		
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700		
17						

පියවර 5-

මුල් වියදම් අගයෙන් 10%ක් කොපමණද සෙවීම සඳහා = D4*F$1 සමීකරණය ලබා දීම.

	A	B	C	D	E	F
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE		INCRESE AMOUNT(Rs.)	
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)		
4	SALARY	90000	Grocery	25000	=D4*F$1	
5			Fruits	3000		
6			Vegitables	4000		
7			Telephone Bill	2000		
8			Electricity Bill	1500		
9			Internet Bill	3500		
10			Water Bill	700		
11			Medicine	3000		
12			Class fees	5000		
13			Car service	7000		
14			Travelling & petrol Bill	15000		
15			Clothes	3000		
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700		
17						

පියවර 6-

අනෙක් අගයන් සෙවීම සඳහා E4 කෝෂය select කර fill handler එක ආධාරයෙන් පහළට ඇදීම.

E4 f_x =D4*F$1

	A	B	C	D	E	F
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE		INCRESE AMOUNT(Rs.)	
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)		
4	SALARY	90000	Grocery	25000	2500	
5			Fruits	3000	300	
6			Vegitables	4000	400	
7			Telephone Bill	2000	200	
8			Electricity Bill	1500	150	
9			Internet Bill	3500	350	
10			Water Bill	700	70	
11			Medicine	3000	300	
12			Class fees	5000	500	
13			Car service	7000	700	
14			Travelling & petrol Bill	15000	1500	
15			Clothes	3000	300	
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700		
17						

පියවර 7-

ඊළඟ මාසයේ 10%කින් වැඩිවූ වියදම ගණනය කිරීම සඳහා =D4+E4 යෙදීම.

	A	B	C	D	E	F
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE		INCRESE AMOUNT(Rs.)	NEW EXPENDITURE FOR NEXT MONTH (Rs.)
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)		
4	SALARY	90000	Grocery	25000	2500	=D4+E4
5			Fruits	3000	300	
6			Vegitables	4000	400	
7			Telephone Bill	2000	200	
8			Electricity Bill	1500	150	
9			Internet Bill	3500	350	
10			Water Bill	700	70	
11			Medicine	3000	300	
12			Class fees	5000	500	
13			Car service	7000	700	
14			Travelling & petrol Bill	15000	1500	
15			Clothes	3000	300	
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700		
17						

පියවර 8-

අනෙක් අගයන් සෙවීම සඳහා F4 කෝෂය select කර fill handler එක ආධාරයෙන් පහළට ඇදීම.

	A	B	C	D	E	F
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE		INCRESE AMOUNT(Rs.)	NEW EXPENDITURE FOR NEXT MONTH (Rs.)
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)		
4	SALARY	90000	Grocery	25000	2500	27500
5			Fruits	3000	300	3300
6			Vegitables	4000	400	4400
7			Telephone Bill	2000	200	2200
8			Electricity Bill	1500	150	1650
9			Internet Bill	3500	350	3850
10			Water Bill	700	70	770
11			Medicine	3000	300	3300
12			Class fees	5000	500	5500
13			Car service	7000	700	7700
14			Travelling & petrol Bill	15000	1500	16500
15			Clothes	3000	300	3300
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700		

පියවර 9-

මුල් වියදම් අගයෙන් 10%ක් වැඩි වූ විට වැඩි වන මුළු අගය සෙවීම සඳහා =SUM(E4:E15) සමීකරණය යෙදීම.

	=SUM(E4:E15)

	A	B	C	D	E	F
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE		INCRESE AMOUNT(Rs.)	NEW EXPENDITURE FOR NEXT MONTH (Rs.)
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)		
4	SALARY	90000	Grocery	25000	2500	27500
5			Fruits	3000	300	3300
6			Vegitables	4000	400	4400
7			Telephone Bill	2000	200	2200
8			Electricity Bill	1500	150	1650
9			Internet Bill	3500	350	3850
10			Water Bill	700	70	770
11			Medicine	3000	300	3300
12			Class fees	5000	500	5500
13			Car service	7000	700	7700
14			Travelling & petrol Bill	15000	1500	16500
15			Clothes	3000	300	3300
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700	=SUM(E4:E15)	
17						

පියවර 10-

ඊළඟ මාසය සඳහා 10% කින් වැඩි වූ නව වියදම් වල මුළු එකතුව ලබා ගැනීම සඳහා =SUM(F4:F15) සමීකරණය යෙදීම.

	=SUM(F4:F15)

	A	B	C	D	E	F	G
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%	
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE		INCRESE AMOUNT(Rs.)	NEW EXPENDITURE FOR NEXT MONTH (Rs.)	
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)			
4	SALARY	90000	Grocery	25000	2500	27500	
5			Fruits	3000	300	3300	
6			Vegitables	4000	400	4400	
7			Telephone Bill	2000	200	2200	
8			Electricity Bill	1500	150	1650	
9			Internet Bill	3500	350	3850	
10			Water Bill	700	70	770	
11			Medicine	3000	300	3300	
12			Class fees	5000	500	5500	
13			Car service	7000	700	7700	
14			Travelling & petrol Bill	15000	1500	16500	
15			Clothes	3000	300	3300	
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700	7270	=SUM(F4:F15)	
17							
18							

පියවර 11 –

අවසානයේ ලැබෙන මාසික අදායම් වියදම් තුලනය ඇතුලත් පැතුරුම් පත .

	A	B	C	D	E	F
1	MONTHLY INCOME AND EXPENDITURE(2022 FROM JUNE20 -TO 2022 JULY 20)				INCRESE PRESENTAGE FOR NEXT MONTH	10%
2	DETAILS OF INCOME		DETAILS OF EXPENDITURE		INCRESE AMOUNT(Rs.)	NEW EXPENDITURE FOR NEXT MONTH (Rs.)
3	DETAILS	AMOUNT (Rs.)	DETAILS	AMOUNT(Rs.)		
4	SALARY	90000	Grocery	25000	2500	27500
5			Fruits	3000	300	3300
6			Vegitables	4000	400	4400
7			Telephone Bill	2000	200	2200
8			Electricity Bill	1500	150	1650
9			Internet Bill	3500	350	3850
10			Water Bill	700	70	770
11			Medicine	3000	300	3300
12			Class fees	5000	500	5500
13			Car service	7000	700	7700
14			Travelling & petrol Bill	15000	1500	16500
15			Clothes	3000	300	3300
16	TOTAL INCOME	90000	TOTAL EXPENDITURE	72700	7270	79970
17						