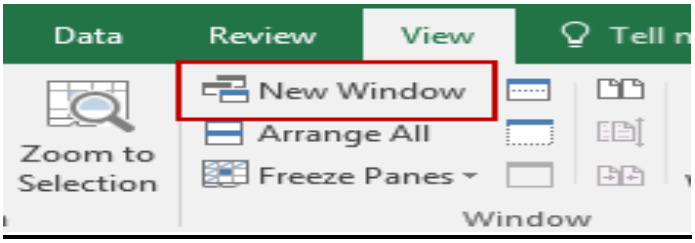
Program 8: Working with Multiple Sheets: work with multiple sheets within a workbook is crucial for organizing and managing data perform complex calculations and create comprehensive reports.

Step 1

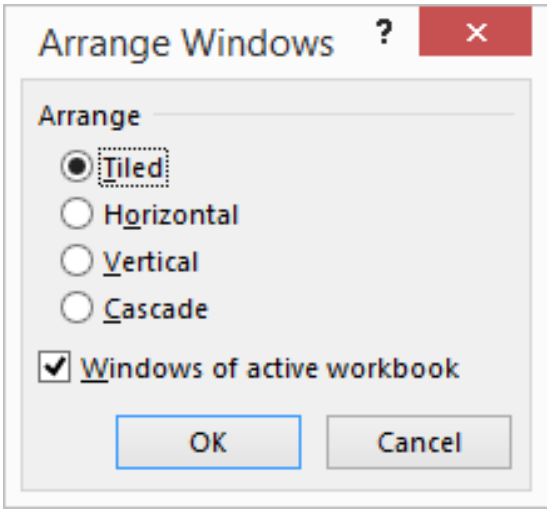
- Open your workbook in Excel.
- Click on the New Window button for every worksheet we want to view in that workbook.



- In each new window, click on the tab of the worksheet we want to view.

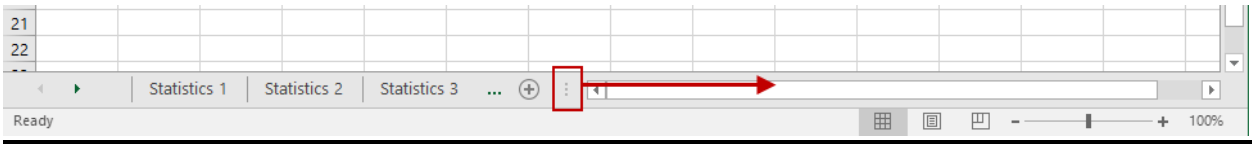
Once the worksheets are displayed, click on the Arrange All button in the View window

- In the following dialog, select our arrangement view. Ensure that we put a check in the Windows of active workbook option.



Step 2:

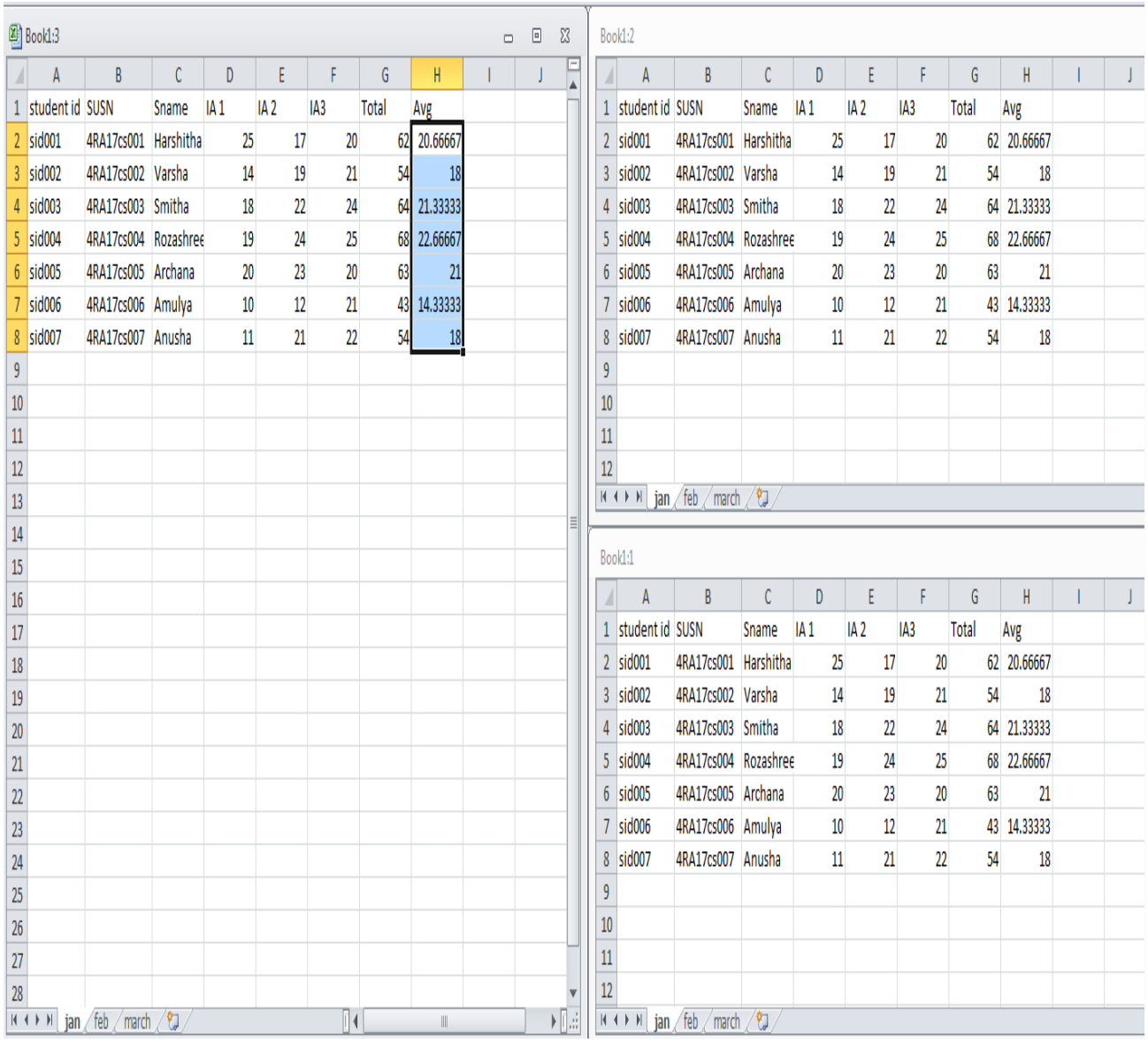
- This is another simple tip that may go unnoticed. Because the scrollbar at the bottom hogs all the space at the bottom of our window, the number of worksheet tabs we can see is limited. when we have more than 3 worksheets.



- To view more, simply over the 3 dots at the left of the scrollbar. Then click and drag it to the right. We'll instantly start seeing more of our worksheet tabs displayed.

Step 3:

- In Excel, working with our worksheets as a single group is a quicker way for applying formulas and formatting across worksheets with the same formatting. Click on the first worksheet tab you wish to edit.
- Then Click + **CTRL** (for non-adjacent worksheet tabs) or Click + **Shift** (for adjacent worksheets) on the other worksheet tabs to add it to the group.



Book1:3

	A	B	C	D	E	F	G	H	I	J
1	student id	SUSN	Sname	IA 1	IA 2	IA3	Total	Avg		
2	sid001	4RA17cs001	Harshitha	25	17	20	62	20.66667		
3	sid002	4RA17cs002	Varsha	14	19	21	54	18		
4	sid003	4RA17cs003	Smitha	18	22	24	64	21.33333		
5	sid004	4RA17cs004	Rozashree	19	24	25	68	22.66667		
6	sid005	4RA17cs005	Archana	20	23	20	63	21		
7	sid006	4RA17cs006	Amulya	10	12	21	43	14.33333		
8	sid007	4RA17cs007	Anusha	11	21	22	54	18		
9										
10										
11										
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jan feb march

Book1:2

	A	B	C	D	E	F	G	H	I	J
1	student id	SUSN	Sname	IA 1	IA 2	IA3	Total	Avg		
2	sid001	4RA17cs001	Harshitha	25	17	20	62	20.66667		
3	sid002	4RA17cs002	Varsha	14	19	21	54	18		
4	sid003	4RA17cs003	Smitha	18	22	24	64	21.33333		
5	sid004	4RA17cs004	Rozashree	19	24	25	68	22.66667		
6	sid005	4RA17cs005	Archana	20	23	20	63	21		
7	sid006	4RA17cs006	Amulya	10	12	21	43	14.33333		
8	sid007	4RA17cs007	Anusha	11	21	22	54	18		
9										
10										
11										
12										

jan feb march

Book1:1

	A	B	C	D	E	F	G	H	I	J
1	student id	SUSN	Sname	IA 1	IA 2	IA3	Total	Avg		
2	sid001	4RA17cs001	Harshitha	25	17	20	62	20.66667		
3	sid002	4RA17cs002	Varsha	14	19	21	54	18		
4	sid003	4RA17cs003	Smitha	18	22	24	64	21.33333		
5	sid004	4RA17cs004	Rozashree	19	24	25	68	22.66667		
6	sid005	4RA17cs005	Archana	20	23	20	63	21		
7	sid006	4RA17cs006	Amulya	10	12	21	43	14.33333		
8	sid007	4RA17cs007	Anusha	11	21	22	54	18		
9										
10										
11										
12										

jan feb march

Program 9: Create worksheet with following fields: Empno, Ename, Basic Pay(BP), Travelling Allowance(TA), Dearness Allowance(DA), House Rent Allowance(HRA), Income Tax(IT), Provident Fund(PF), Net Pay(NP). Use appropriate formulas to calculate the above scenario. Analyze the data using appropriate chart and report the data.

Step1: Create employee salary sheet with the following fields. Empno, Ename, Basic Pay(BP), Travelling Allowance(TA), Dearness Allowance(DA), House Rent Allowance(HRA), Income Tax(IT), Provident Fund(PF), Net Pay(NP).

	A	B	C	D	E	F	G	H	I	J
1	Emp no	Emp Name	Basic Pay	Travelling Allowance(TA)	Dearness Allowance(DA)	House Rent Allowance(HRA)	Provident Fund(PF)	Net Pay(NP)	Annual Salary	Income Tax(IT)

Step2: Fill all the fields with appropriate values.(at least for 10 employee)

	A	B	C
1	**Emp no**	**Emp Name**	**Basic Pay**
2	CS001	Gopal	25000
3	CS002	Krishna	23000
4	CS003	Mohan	18000
5	CS004	Radhe	15000
6	CS005	Shantha	14000
7	CS006	Naresh	24000
8	CS007	Murari	16000
9	CS008	Nayana	30000
10	CS009	Navya	40000
11	CS010	Manjula	28000

Step3 : To calculate Travelling Allowance(TA), Dearness Allowance(DA), House Rent Allowance(HRA) use the following formula.

i) If Basic pay of the employee is greater than or equal to 20000, give 20% from his/her Basic pay other else Basic pay is greater than or equal to 15000, give 15% else give 10% from his/her Basic pay.

TA = BP>=20000, BP*20%, BP>=15000, BP*15%,BP*10%

D2 =IF(C2>=20000,C2*20%,IF(C2>=15000,C2*15%,C2*10%))

	A	B	C	D	E	F
1	**Emp no**	**Emp Name**	**Basic Pay**	**Travelling Allowance(TA)**	**Dearness Allowance(DA)**	**House Rent Allowance(HRA)**
2	CS001	Gopal	25000	5000	6250	2500
3	CS002	Krishna	23000	4600	5750	2300
4	CS003	Mohan	18000	2700	3600	1800
5	CS004	Radhe	15000	2250	3000	1500
6	CS005	Shantha	14000	1400	2100	1400
7	CS006	Naresh	24000	4800	6000	2400
8	CS007	Murari	16000	2400	3200	1600
9	CS008	Nayana	30000	6000	7500	3000
10	CS009	Navya	40000	8000	10000	4000
11	CS010	Manjula	28000	5600	7000	2800

ii) If Basic pay of the employee is greater than or equal to 20000, give 25% from his/her Basic pay other else Basic pay is greater than or equal to 15000, give 20% else give 15% from his/her Basic pay.

DA = BP>=20000, BP*25%, BP>=15000, BP*20%, BP*15%

E2 =IF(C2>=20000,C2*25%,IF(C2>=15000,C2*20%,C2*15%))

	A	B	C	D	E	F
1	**Emp no**	**Emp Name**	**Basic Pay**	**Travelling Allowance(TA)**	**Dearness Allowance(DA)**	**House Rent Allowance(HRA)**
2	CS001	Gopal	25000	5000	6250	2500
3	CS002	Krishna	23000	4600	5750	2300
4	CS003	Mohan	18000	2700	3600	1800
5	CS004	Radhe	15000	2250	3000	1500
6	CS005	Shantha	14000	1400	2100	1400
7	CS006	Naresh	24000	4800	6000	2400
8	CS007	Murari	16000	2400	3200	1600
9	CS008	Nayana	30000	6000	7500	3000
10	CS009	Navya	40000	8000	10000	4000
11	CS010	Manjula	28000	5600	7000	2800

iii) To Calculate HRA give 10% to each employee **HRA= BP*10%**

	A	B	C	D	E	F
1	**Emp no**	**Emp Name**	**Basic Pay**	**Travelling Allowance(TA)**	**Dearness Allowance(DA)**	**House Rent Allowance(HRA)**
2	CS001	Gopal	25000	5000	6250	2500
3	CS002	Krishna	23000	4600	5750	2300
4	CS003	Mohan	18000	2700	3600	1800
5	CS004	Radhe	15000	2250	3000	1500
6	CS005	Shantha	14000	1400	2100	1400
7	CS006	Naresh	24000	4800	6000	2400
8	CS007	Murari	16000	2400	3200	1600
9	CS008	Nayana	30000	6000	7500	3000
10	CS009	Navya	40000	8000	10000	4000
11	CS010	Manjula	28000	5600	7000	2800

iv) To calculate PF give 7% for each employee **PF= BP*7%**

	A	B	C	D	E	F	G
1	**Emp no**	**Emp Name**	**Basic Pay**	**Travelling Allowance(TA)**	**Dearness Allowance(DA)**	**House Rent Allowance(HRA)**	**Provident Fund(PF)**
2	CS001	Gopal	25000	5000	6250	2500	1750
3	CS002	Krishna	23000	4600	5750	2300	1610
4	CS003	Mohan	18000	2700	3600	1800	1260
5	CS004	Radhe	15000	2250	3000	1500	1050
6	CS005	Shantha	14000	1400	2100	1400	980
7	CS006	Naresh	24000	4800	6000	2400	1680
8	CS007	Murari	16000	2400	3200	1600	1120
9	CS008	Nayana	30000	6000	7500	3000	2100
10	CS009	Navya	40000	8000	10000	4000	2800
11	CS010	Manjula	28000	5600	7000	2800	1960

v) To Calculate NP Sum all the BP, TA, DA, HRA and subtract by PF

NP= BP+TA+DA+HRA-PF

H2 f_x =C2+D2+E2+F2-G2

	A	B	C	D	E	F	G	H
1	Emp no	Emp Name	Basic Pay	Travelling Allowance(TA)	Dearness Allowance(DA)	House Rent Allowance(HRA)	Provident Fund(PF)	Net Pay(NP)
2	CS001	Gopal	25000	5000	6250	2500	1750	37000
3	CS002	Krishna	23000	4600	5750	2300	1610	34040
4	CS003	Mohan	18000	2700	3600	1800	1260	24840
5	CS004	Radhe	15000	2250	3000	1500	1050	20700
6	CS005	Shantha	14000	1400	2100	1400	980	17920
7	CS006	Naresh	24000	4800	6000	2400	1680	35520
8	CS007	Murari	16000	2400	3200	1600	1120	22080
9	CS008	Nayana	30000	6000	7500	3000	2100	44400
10	CS009	Navya	40000	8000	10000	4000	2800	59200
11	CS010	Manjula	28000	5600	7000	2800	1960	41440

vi) To find IT first we need to calculate annual salary**. Annual Salary = BP*12**

I2 f_x =C2*12

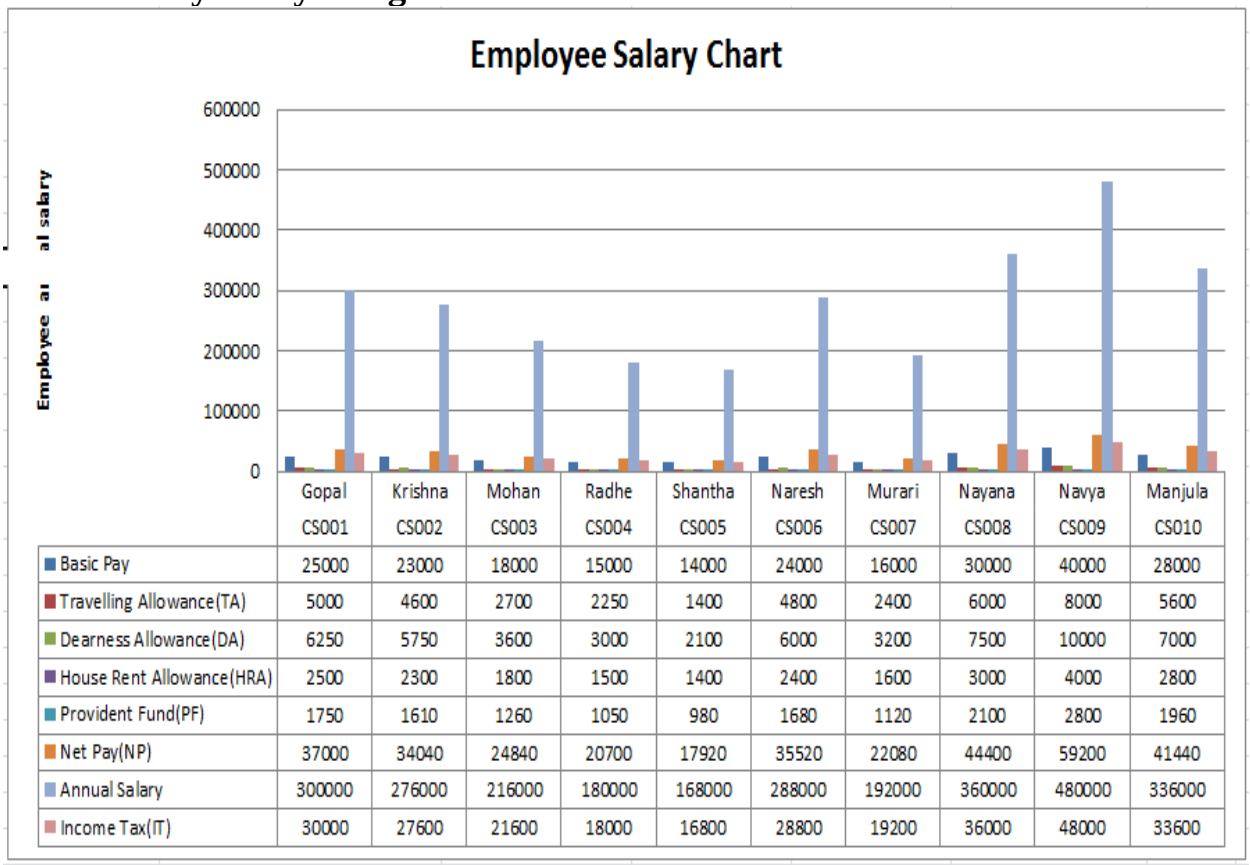
	A	B	C	D	E	F	G	H	I
1	Emp no	Emp Name	Basic Pay	Travelling Allowance(TA)	Dearness Allowance(DA)	House Rent Allowance(HRA)	Provident Fund(PF)	Net Pay(NP)	Annual Salary
2	CS001	Gopal	25000	5000	6250	2500	1750	37000	300000
3	CS002	Krishna	23000	4600	5750	2300	1610	34040	276000
4	CS003	Mohan	18000	2700	3600	1800	1260	24840	216000
5	CS004	Radhe	15000	2250	3000	1500	1050	20700	180000
6	CS005	Shantha	14000	1400	2100	1400	980	17920	168000
7	CS006	Naresh	24000	4800	6000	2400	1680	35520	288000
8	CS007	Murari	16000	2400	3200	1600	1120	22080	192000
9	CS008	Nayana	30000	6000	7500	3000	2100	44400	360000
10	CS009	Navya	40000	8000	10000	4000	2800	59200	480000
11	CS010	Manjula	28000	5600	7000	2800	1960	41440	336000

vii) If annual salary is greater than 50000, then have to pay 20% of IT other else pay 10% **IT= Annual salary>500000,AS*20%,As*10%.**

J2 =IF(I2>500000,I2*20%,I2*10%)

	A	B	C	D	E	F	G	H	I	J
1	Emp no	Emp Name	Basic Pay	Travelling Allowance(TA)	Dearness Allowance(DA)	House Rent Allowance(HRA)	Provident Fund(PF)	Net Pay(NP)	Annual Salary	Income Tax(IT)
2	CS001	Gopal	25000	5000	6250	2500	1750	37000	300000	30000
3	CS002	Krishna	23000	4600	5750	2300	1610	34040	276000	27600
4	CS003	Mohan	18000	2700	3600	1800	1260	24840	216000	21600
5	CS004	Radhe	15000	2250	3000	1500	1050	20700	180000	18000
6	CS005	Shantha	14000	1400	2100	1400	980	17920	168000	16800
7	CS006	Naresh	24000	4800	6000	2400	1680	35520	288000	28800
8	CS007	Murari	16000	2400	3200	1600	1120	22080	192000	19200
9	CS008	Nayana	30000	6000	7500	3000	2100	44400	360000	36000
10	CS009	Navya	40000	8000	10000	4000	2800	59200	480000	48000
11	CS010	Manjula	28000	5600	7000	2800	1960	41440	336000	33600

Data is analyzed by using Column Chart



Program 10: Create worksheet on Inventory Management: Sheet should contain Product code, Product name, Product type, MRP, Cost after % of discount, Date of purchase. Use appropriate formulas to calculate the above scenario. Analyse the data using appropriate chart and report the data.

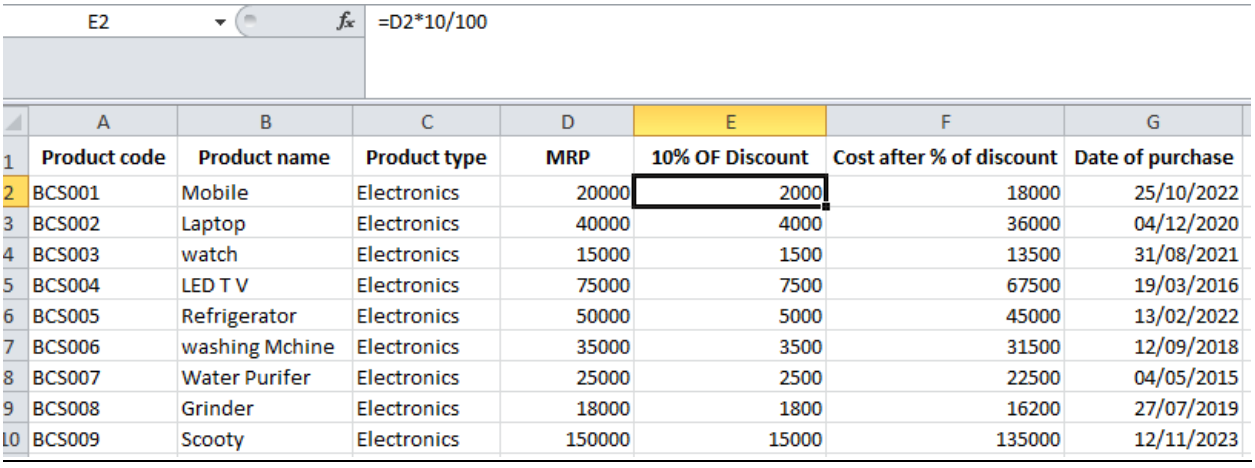
Inventory Management

Inventory management refers to the process of ordering, storing, using, and selling a company's inventory. This includes the management of raw materials, components, and finished products, as well as warehousing and processing of such items.

To Calculate discount

As an example, if we are trying to apply a discount, we would like to reduce a particular amount by 10%. The formula is**: =Price*Discount/100.**

Step 1: Create simple inventory table including following field names like product code, product name, product type, MRP, cost after discount, date of purchase.
Step2: Calculate the discount by using the following formula
=Price*Discount/100.



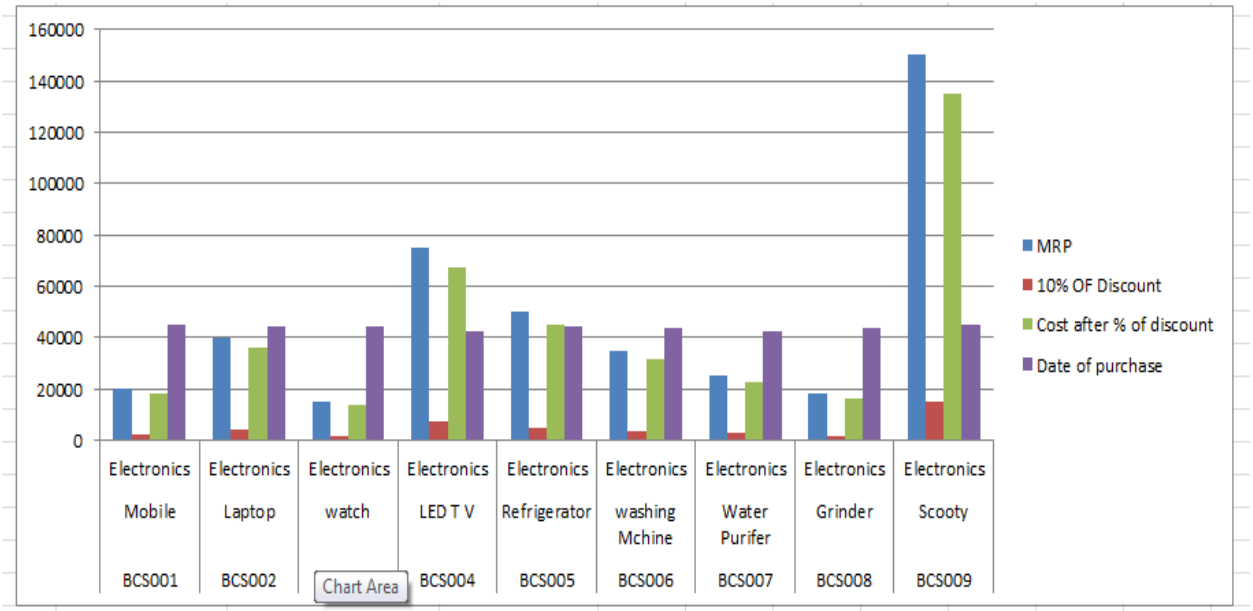
	A	B	C	D	E	F	G
1	Product code	Product name	Product type	MRP	10% OF Discount	Cost after % of discount	Date of purchase
2	BCS001	Mobile	Electronics	20000	2000	18000	25/10/2022
3	BCS002	Laptop	Electronics	40000	4000	36000	04/12/2020
4	BCS003	watch	Electronics	15000	1500	13500	31/08/2021
5	BCS004	LED T V	Electronics	75000	7500	67500	19/03/2016
6	BCS005	Refrigerator	Electronics	50000	5000	45000	13/02/2022
7	BCS006	washing Mchine	Electronics	35000	3500	31500	12/09/2018
8	BCS007	Water Purifer	Electronics	25000	2500	22500	04/05/2015
9	BCS008	Grinder	Electronics	18000	1800	16200	27/07/2019
10	BCS009	Scooty	Electronics	150000	15000	135000	12/11/2023

Step3: Calculate the cost after % of discount by using the following formula **=MRP- % of discount.**

F2 | =D2-E2

	A	B	C	D	E	F	G
1	**Product code**	**Product name**	**Product type**	**MRP**	**10% OF Discount**	**Cost after % of discount**	**Date of purchase**
2	BCS001	Mobile	Electronics	20000	2000	18000	25/10/2022
3	BCS002	Laptop	Electronics	40000	4000	36000	04/12/2020
4	BCS003	watch	Electronics	15000	1500	13500	31/08/2021
5	BCS004	LED T V	Electronics	75000	7500	67500	19/03/2016
6	BCS005	Refrigerator	Electronics	50000	5000	45000	13/02/2022
7	BCS006	washing Mchine	Electronics	35000	3500	31500	12/09/2018
8	BCS007	Water Purifer	Electronics	25000	2500	22500	04/05/2015
9	BCS008	Grinder	Electronics	18000	1800	16200	27/07/2019
10	BCS009	Scooty	Electronics	150000	15000	135000	12/11/2023

Step4: Data is analyzed using Column chart.



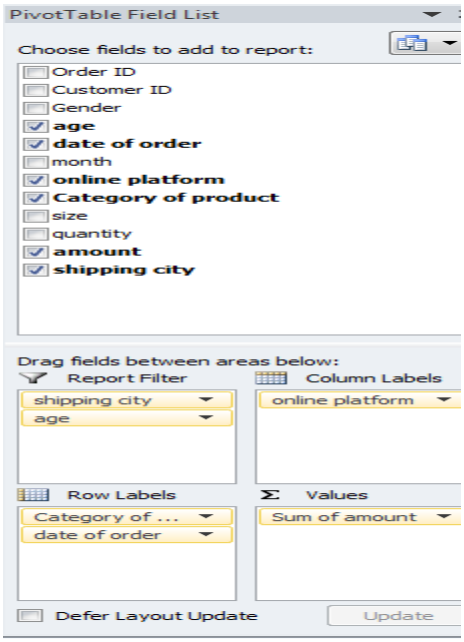
Program11: Create worksheet on Sales analysis of Merchandise Store: data consisting of Order ID, Customer ID, Gender, age, and date of order, month, online platform, Category of product, size, quantity, amount, shipping city and other details. Use of formula to segregate different categories and perform a comparative study using pivot tables and different sort of charts.

Step 1: Creating Merchandise Store Data

execl p9 &10

	A	B	C	D	E	F	G	H	I	J	K	L
1	Order ID	Customer ID	Gender	age	date of order	month	ine platfc	egory of pro	size	quantity	amount	hipping city
2	ID157852	CID745896	MALE	35	01/12/2023	DECEMBER	AMAZON	MOBILE	101 PIXEL	1	20000	MYSORE
3	ID458769	CID745897	FEMALE	25	14/05/2021	MAY	FLIPCART	EAR PHONE	L	2	2000	HASSAN
4	ID759686	CID745898	FEMALE	20	07/08/2022	AUGUST	MYNTRA	FOOTWARE	M	1	1500	BANGLORE
5	ID1060603	CID745899	MALE	45	18/05/2016	MAY	AJIO	JEANS	L	4	5000	BELURE
6	ID1361520	CID745900	MALE	42	25/09/2015	SEPTEMBER	MEESHO	GOWN	S	2	6000	GOA
7	ID1662437	CID745901	FEMALE	28	06/09/2022	SEPTEMBER	MAMA EARTI	LIP STICK	L	8	1600	KERALA
8	ID1963354	CID745902	MALE	22	04/08/2022	AUGUST	PURPALLE	KAJAL	M	5	500	TTAR PRADESH
9	ID2264271	CID745903	FEMALE	32	17/03/2021	MARCH	FRIST CRY	BABY FROCK	S	1	1800	MAHA RASTRA
10	ID2565188	CID745904	MALE	36	28/02/2020	FEBRUARY	HOPSTOCH	BABY SHOE	M	2	1500	PUNE
11	ID2866105	CID745905	MALE	19	04/12/2020	DECEMBER	LIMEROAD	SAREE	L	6	12000	SURATHKAL

Step 2: Pivot tables and different sort of charts.



11	shipping city	(All)											
12	age	(All)											
13													
14	**Sum of amount**	**Column Labels**											
15	**Row Labels**	**AJIO**	**AMAZON**	**FLIPCART**	**FRIST CRY**	**HOPSTOCH**	**LIMEROAD**	**MAMA EARTH**	**MEESHO**	**MYNTRA**	**PURPALLE**	**Grand Total**	
16	**BABY FROCK**				**1800**							**1800**	
17	17/03/2021				1800							1800	
18	**BABY SHOE**					**1500**						**1500**	
19	28/02/2020					1500						1500	
20	**EAR PHONE**			**2000**								**2000**	
21	14/05/2021			2000								2000	
22	**FOOTWARE**									**1500**		**1500**	
23	07/08/2022									1500		1500	
24	**GOWN**								**6000**			**6000**	
25	25/09/2015								6000			6000	
26	**JEANS**	**5000**										**5000**	
27	18/05/2016	5000										5000	
28	**KAJAL**										**500**	**500**	
29	04/08/2022										500	500	
30	**LIP STICK**							**1600**				**1600**	
31	06/09/2022							1600				1600	
32	**MOBILE**		**20000**									**20000**	
33	01/12/2023		20000									20000	
34	**SAREE**						**12000**					**12000**	
35	04/12/2020						12000					12000	
36	**Grand Total**	**5000**	**20000**	**2000**	**1800**	**1500**	**12000**	**1600**	**6000**	**1500**	**500**	**51900**	