**TASK -1**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Roll No** | **Student Name** | **Hindi** | **English** | **Math** | **Physics** | **Chemistry** | **Total** | **Average** | **Grade** |
| 1 | RAM | 20 | 10 | 14 | 18 | 15 | 77 | 15.4 | A |
| 2 | ASHOK | 21 | 12 | 14 | 12 | 18 | ? | ? | ? |
| 3 | MANOJ | 33 | 15 | 7 | 14 | 17 | ? | ? | ? |
| 4 | RAJESH | 15 | 14 | 8 | 16 | 20 | ? | ? | ? |
| 5 | RANJANA | 14 | 17 | 10 | 13 | 18 | ? | ? | ? |
| 6 | POOJA | 16 | 8 | 20 | 17 | 15 | ? | ? | ? |
| 7 | MAHESH | 18 | 19 | 3 | 10 | 14 | ? | ? | ? |
| 8 | ASHUTOSH | 19 | 20 | 7 | 14 | 18 | ? | ? | ? |
| 9 | ANIL | 22 | 13 | 8 | 12 | 19 | ? | ? | ? |
| 10 | PREM | 26 | 12 | 10 | 11 | 27 | ? | ? | ? |

* 1. Find the Total Number & Average in all Subjects in each Student.
  2. Find Grade. If Average Greater >15 then "A" Grade otherwise "B" Grade.
  3. How Many Students have Grade "A" and Grade "B”.
  4. Student Ashok and Manoj Total Number and Average.
  5. Count how many Students.
  6. How Many Students have number grater then > 20 and <15 in Hindi & English Subject.

**TASK -2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SRNO** | **ITEMS** | **QTY** | **RATE** | **AMOUNT** | **GRADE** |
| 1 | AC | 20 | 40000 | 800000 | Expensive |
| 2 | FRIDGE | 30 | 20000 | ? |  |
| 3 | COOLER | 15 | 10000 | ? |  |
| 4 | WASHING MACHINE | 14 | 15000 | ? |  |
| 5 | TV | 18 | 20000 | ? |  |
| 6 | FAN | 17 | 2000 | ? |  |
| 7 | COMPUTER | 10 | 25000 | ? |  |
| 8 | KEYBOARD | 5 | 250 | ? |  |
| 9 | MOUSE | 25 | 100 | ? |  |
| 10 | PRINTER | 30 | 12000 | ? |  |

* 1. Calculate Amount. (Amount= Qty\*Rate)
  2. How Many Items in a List?
  3. How Many Items’ quantity is greater than > 17 and Less than <25?
  4. If Item’s amount is greater > 500000, Then Items "**Expensive**" otherwise "**Let’s buy it**".

**TASK -3**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SUBJECT** | **1ST** | **2ND** | **3RD** | **TOTAL** | **AVERAGE** | **GRADE** |
| HINDI | 20 | 15 | 20 | 55 | 18.33333333 | B |
| ENGLISH | 30 | 12 | 15 | ? | ? | ? |
| MATH | 15 | 14 | 14 | ? | ? | ? |
| PHYSICS | 12 | 17 | 17 | ? | ? | ? |
| CHEMISTRY | 14 | 18 | 18 | ? | ? | ? |
| HISTORY | 16 | 25 | 20 | ? | ? | ? |
| GEO | 18 | 21 | 22 | ? | ? | ? |
| BIO | 17 | 23 | 13 | ? | ? | ? |
| BOTANY | 20 | 25 | 25 | ? | ? | ? |
|  |  |  |  |  |  |  |

* 1. How many subjects?
  2. How many subject 1st paper greater than 20?
  3. Subject Hindi, math & English (Total no. & Grade) USE-VLOOKUP
  4. If average is greater than 20 then "A", if average is greater than 15 and

less than 20 then "B" otherwise “C".

* 1. Subject Physics, Maths & English (Total and Average)USE-VLOOKUP

**TASK -4**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **DEPARTMENT** | **POST** | **BASIC** | **DA 2.5%** | **HRA 3.5%** | **PF 1.5%** | **TOTAL** | **GRADE** |
| RAM | COMPUTER | MANAGER | 5000 | 125 | 175 | 50 | 5250 | D |
| SHYAM | COMPUTER | SUPERVISOR | 8000 | ? | ? | ? | ? | ? |
| MANOJ | COMPUTER | PION | 3000 | ? | ? | ? | ? | ? |
| POOJA | ELECTRICAL | GUARD | 6000 | ? | ? | ? | ? | ? |
| RAHUL | ELECTRICAL | CASHER | 8000 | ? | ? | ? | ? | ? |
| RAKESH | ELECTRICAL | ACCOUNTANT | 9000 | ? | ? | ? | ? | ? |
| ASHISH | FINANCE | MANAGER | 10000 | ? | ? | ? | ? | ? |
| MANISH | FINANCE | GUARD | 5000 | ? | ? | ? | ? | ? |

* 1. How many employee in computer, finance, electrical department? USE OF COUNTIF
  2. How much basic salary in computer department only? USE OF SUMIF
  3. Manoj, Ashish (post & grade) USE OF VLOOKUP
  4. If total salary is greater than 20000 then Grade "A", if total salary greater

Than 10000 then "B", otherwise "C"

* 1. How many employees are Manager and Guard? USE OF COUNTIF