

Lab #4
IICT BS DS Fall 2023

Task 01:

[20]

MONTH	Sales	Expense	Profit
January	\$ 50,000.00	\$25,000.00	
February	\$ 65,000.00	\$ 23,000.00	
March	\$ 80,360.00	\$ 79,200.00	
April	\$ 75,230.00	\$ 80,500.00	
May	\$ 89,560.00	\$ 85,000.00	
June	\$ 45,320.00	\$ 25,300.00	
July	\$ 23,000.00	\$ 45,000.00	
August	\$ 89,230.00	\$ 55,261.00	
September	\$ 78,230.00	\$ 58,321.00	
October	\$ 45,256.00	\$ 50,356.00	
November	\$ 23,789.00	\$ 45,783.00	
December	\$500,236.00	\$ 45,289.00	
Total			

- Create the table as per the given information and auto complete the first column.
- Format the table as shown below. Also format the columns for dollar currency.
- Calculate the profit column by using the formula. Profit=Expense-Sales.
- Calculate the total row by adding the values above. Make sure that the negative values are shown in this format -\$5,270 not in brackets.
- Name excel file with “**Lab 04_Task 01_Your Name**”

Task 02:

[30]

	A	B	C	D	E	F	G
1	Payroll						
2	Date:	1/1/2011					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S Tax	Net Pay
4	E00001	Ford	7.5	35	?	?	?
5	E00002	Mino	8	30	?	?	?
6	?	Bell	6.5	25	?	?	?
7	?	Davis	9	40	?	?	?
8	?	Turro	10	39	?	?	?

1. Open a new workbook and save the file with the name “**Lab 04_Task 02_Your Name**”.
2. Enter the labels and values in the exact cells locations as desired.
3. Use AutoFill to put the Employee Numbers into cells A6:A8.
4. Set the columns width and rows height appropriately.

5. Set labels alignment appropriately.
6. Use wrap text and merge cells as desired.
7. Apply borders, gridlines and shading to the table as desired.
8. Format cell B2 to Short Date format.
9. Format cells E4:G8 to include dollar sign with two decimal places.
10. Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked.
11. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.
12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.

Task 03: GPA Calculation

[50 marks]

- Create a worksheet with Columns (Subject (At least 5 Subjects), Marks, Total Marks, Percentage, GPA, Credit Hours)
- Calculate Total GPA ($\text{SUM}(\text{GPA} + \text{C.H}) / \text{Total C.H}$), Average Marks
- Use Wrap text instead of expanding columns
- Highlight all Column names with **red** color
- Sort the data by highest to lowest GPA
- Freeze Subject Column

Apply the Conditional formatting of your choice on the Percentage column

Name excel file with “**Lab 04_Task 04_Your Name**”

Task 04: Expense Tracker

[30]

	A	B	C	D
1	Date	Category	Description	Amount
2	01/01/2023	Food	Groceries	\$100.00
3	05/01/2023	Rent	Monthly Rent	\$800.00
4	10/01/2023	Utilities	Electricity	\$80.00
5	15/01/2023	Transportation	Bus Fare	\$25.00
6	20/01/2023	Food	Dining Out	\$50.00

- Open a blank worksheet
- Write the text as shown in the above figure
- Apply the required formatting
- Use Excel's SUMIF function to calculate the total expenses for each category.