

FIT LAB MANUAL

TABLE OF CONTENT

PART A	
Program 1	Prepare A Document To Insert Picture, Bulleting And Numbering, Formatting, Border And Shading, Paragraph And Line Alignment
Program 2	Prepare A Flowchart Using Various Drawing Tools
Program 3	Prepare A Document With Table To Insert Roll No, Name, Class, Marks In 3 Subjects Of 10 Students To Find Total Marks And Average
Program 4	Prepare Interview Call Letter For 5 Candidate Using Mail Merge
Program 5	Prepare A Resume
Program 6	Prepare A Presentation About The Details Of Your College
Program 7	Prepare A Simple Quiz Using Hyperlink
Program 8	Prepare A Presentation About The Details Of Your BCA Courses
PART B	
Program 1	Create A Student Table with Marks In 3 Subjects Of 10 Students To Find Total Marks And Average
Program 2	Create An Item Table To Find The Total Items In Stock
Program 3	Create An Employment Data Having Employee Details And Calculate DA, HRA, Gross Pay, Income Tax, Net Pay And Provident Fund
Program 4	Create A Worksheet To Maintain Student Information Of 10 Students. Also Find Grade For Distinction, First Class, Second Class, Pass And Fail
Program 5	Create An Employment Data Having Employee Details And Calculate DA, HRA, Gross Pay, Income Tax, Net Pay And Provident Fund In Excel.
Program 6	Create A Table Containing The Percentage Of Commission To Be Given In A Salesman In Different Zones

FIT LAB MANUAL

1. Prepare a document including the following features:

- a) Inserting picture**
- b) Bulleting and numbering**
- c) Formatting**
- d) Border and shading**
- e) Paragraph and line alignment**

Paragraph and Line Alignment

Left Alignment

Saturn is the second largest planet in our solar system. Unique among the other planets, it is adorned with thousands of beautiful ringlets – made up of chunks of ice and rock.

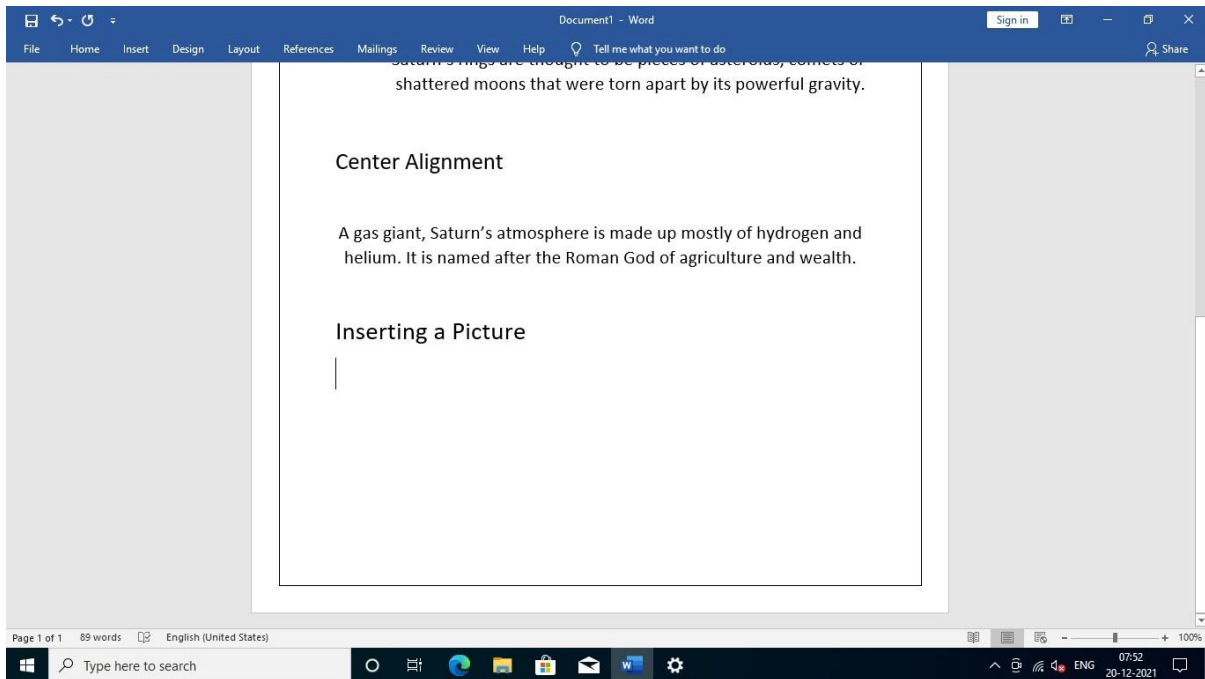
Right Alignment

Saturn's rings are thought to be pieces of asteroids, comets or shattered moons that were torn apart by its powerful gravity.

Center Alignment

A gas giant, Saturn's atmosphere is made up mostly of hydrogen and helium. It is named after the Roman God of agriculture and wealth.

Inserting a Picture



Formatting

Bold

Hello

Underline

Hello

Italic

Hello

Size

a

Subscript

10_{th}

Superscript

10th

Color

A

Bulleting and Numbering

Bulleting

- Hello
- Hai

Numbering

1. Hello
2. Hai

Border and Shading

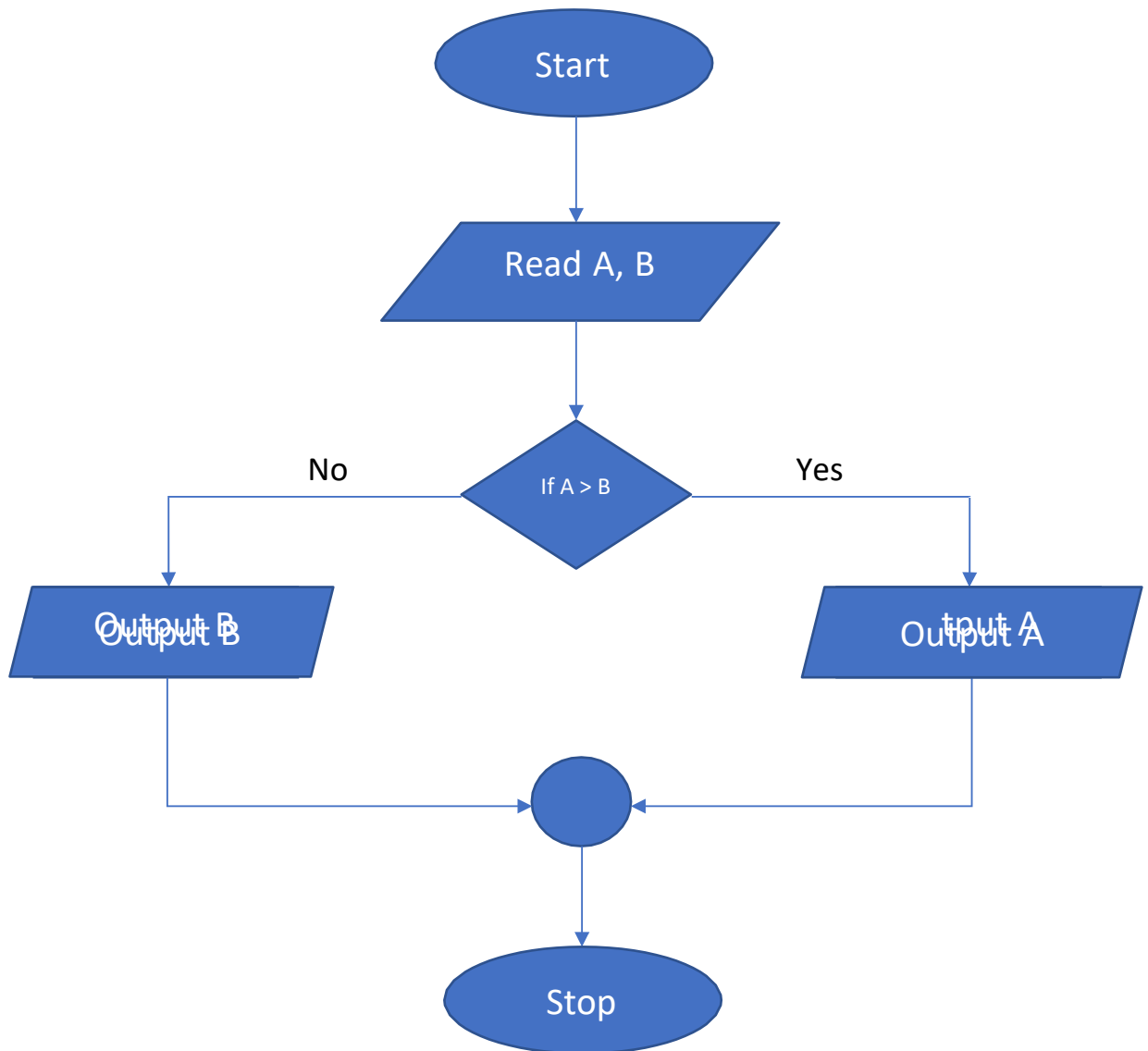
Border

Hola.

Shading

Hola.

2. Draw a flow chart.



FIT LAB MANUAL

3. Prepare a word document with a table to insert Rollno, Name, Class, Marks in 3 subjects of 10 students. Calculate total mark and average. Also find the highest total marks and also the minimum and maximum marks secured in each subject.

Roll No	Name	Class	Subject			Total	Average
			M1	M2	M3		
A1	Vignesh	12 th	89	88	90	267	89
A2	Vishal	12 th	45	55	89	189	63
A3	Ziya	12 th	75	89	70	234	78
A4	Muhammed	12 th	65	90	99	254	84.67
A5	Roshni	12 th	76	78	59	213	71
A6	Mohit	12 th	78	77	74	229	76.33
A7	Jagdish	12 th	95	77	56	228	76
A8	Rakshan	12 th	78	59	53	190	63.33
A9	Amruta	12 th	69	70	72	211	70.33
A10	Kumar	12th	78	79	73	230	76.67
Highest Total						267	
Max Mark			95	90	99		
Min Mark			45	55	53		

ANS: Click on table ,Inside **table tools** Go to **Layout** options ,Select **Formula** option

=SUM(LEFT)

=AVERAGE(G2)/3

=MAX(D2:D11)

=MIN(D2:D11)

(Column and rows values changes accordingly A1,A2.....H12)

FIT LAB MANUAL

4.Prepare interview call letter for five candidates describing about the company and instructions about the interview. Use mail merge features.

Vignesh Sundrani

SpaceX,

Miami - Florida

Dear Vignesh Sundrani,

Your resume has been shortlisted by Infosys HR team and your written aptitude, quantitative, technical round is scheduled on 02/01/2022 at 11 a.m. in the address mentioned below. Please confirm your availability by replying to this letter. Kindly carry a copy of your resume, two passport size photos and original marks card when you come for the interview.

Regards

HR Manager

Infosys

Bangalore

Karnataka, India

FIT LAB MANUAL

Saurish Raichura

Tesla,

London - United Kingdom

Dear Saurish Raichura,

Your resume has been shortlisted by Infosys HR team and your written aptitude, quantitative, technical round is scheduled on 02/01/2022 at 11 a.m. in the address mentioned below. Please confirm your availability by replying to this letter. Kindly carry a copy of your resume, two passport size photos and original marks card when you come for the interview.

Regards

HR Manager

Infosys

Bangalore

Karnataka, India

FIT LAB MANUAL

Ziya Mehar

Indigo,

Pune - Maharashtra

Dear Ziya Mehar,

Your resume has been shortlisted by Infosys HR team and your written aptitude, quantitative, technical round is scheduled on 02/01/2022 at 11 a.m. in the address mentioned below. Please confirm your availability by replying to this letter. Kindly carry a copy of your resume, two passport size photos and original marks card when you come for the interview.

Regards

HR Manager

Infosys

Bangalore

Karnataka, India

5.Prepare a resume with the following details:

Name, Address, objective, summary of qualifications, experience, education, computer skills, languages, activities and hobbies and references.

Resume

Vignesh Rajesh Sundrani

vigneshsundrani55@gmail.com

9995413378

25th Street, Starry Apartments, 4th Floor, Mangotuvayal, Kottoli,
Calicut, Kerala, 673016

Objective

To be a part of the organization which gives me a scope to enhance my knowledge and helps me to reach the pinnacle in computing with sheer determination, dedication and hard work so that I could contribute to the development of the organization and the society as a whole.

Computer Skills

I have a score of 100 WPM.

Have knowledge in C, Python, Java, Html and CSS, JS, C++.

FIT LAB MANUAL

Education

Class	Board	Institution	Percentage
10 th	CBSE	Devagiri CMI Public School	89.2
12 th	CBSE	Devagiri CMI Public School	92.6
BCA		Srinivas College	Persuing

Languages Known

Hindi, Gujarati, Malayalam, English, Spanish.

Hobbies

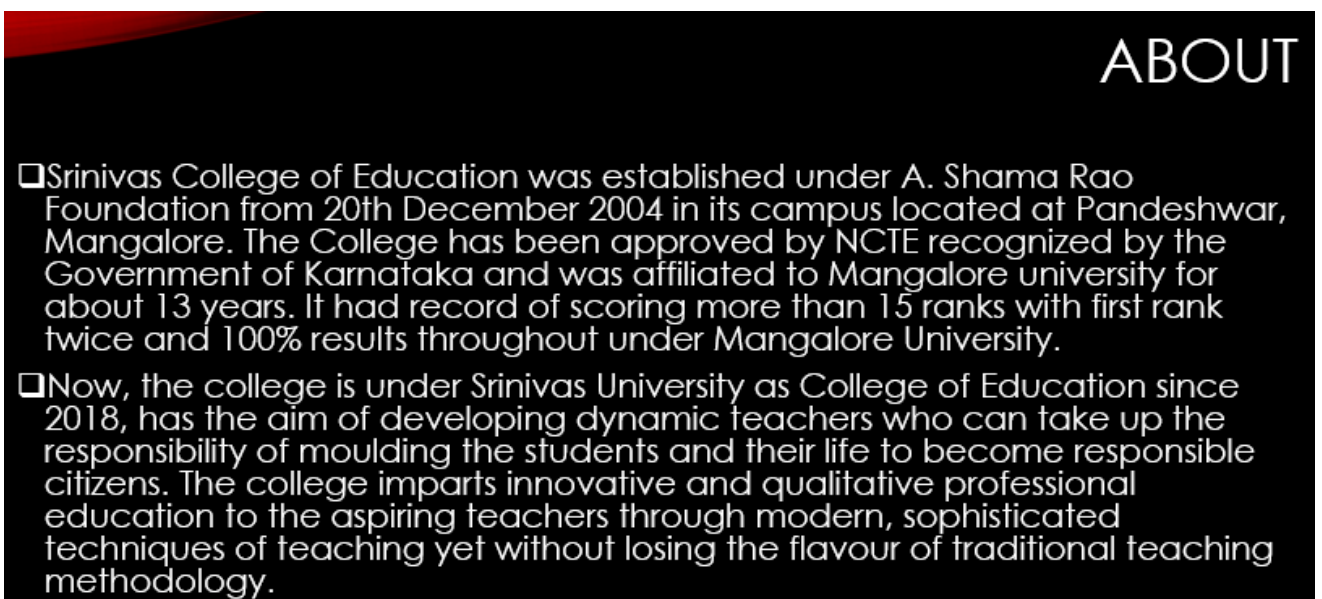
Coding, reading, travelling.

References

- Mr. Thakur, Head Manager, Srinivas College, Mangalore. Ph: 9995303221
- Mr. Raj Kunwar, Head of Department, Srinivas College, Mangalore. Ph: 8848089311

FIT LAB MANUAL

6.Prepare a presentation with at least 6 slides and pictures, chart and other contents for the following matter. Apply various transitions and animations. Slide should be moved automatically and repeatedly about Details of your college.



COURSES OFFERED

- ❖ BCA
 1. CC, EH & CS
 2. Software Development and Web Designing
 3. AI & VR
- ❖ BPT
- ❖ BSc Animation and VFX
- ❖ Hotel Management
- ❖ BBA Aviation
- ❖ BBA Port Management

PLACEMENT DISTRIBUTION



FACULTY DETAILS

Name	Designation	Qualification	Years of Experience
Dr. Jayashree K	Dean	B.Sc PCM, M.Ed., M.A. Psychology, Ph.D.(Education)	17
Dr. Vijayalakshmi Naik	Associate Professor	M.Ed., M.Phil. (Education), Ph.D (Education), M.Sc. Mathematics	16
Dr. Padmanabha C.H.	Associate Professor	M.Sc. Yogic Science, M.Ed., M.Sc. Zoology, K-SET Education, M.Phil., Ph.D.(Education)	13
Mrs. Reshma M.Y	Associate Professor	M.Ed., M.A. Kannada, M.A. History, K-SET (Education)	15

FEES DETAILS

Courses	Fee Structure			
	1 st Year (Karnataka Students)	1 st Year (Non – Karnataka Students)	2 nd Year	3 rd Year
BCA (CC, EH & CS)	80000	118000	85500	85500
BCA (SD & WD)	30000	53000	30000	30000
BCA (AI & VR)	80000	118000	80000	80000
B.Sc Animation & VFX	80000	118000	80000	80000
Hotel Management	80000	93000	80000	80000
BBA Port Management	80000	118000	80000	80000
BBA Aviation	80000	118000	80000	80000

7. Create a simple quiz program, or a seminar. Use diagrams. Use hyperlink to move to another slide in the presentation (to display answer), or to open another file (to display more details for seminar).

Quiz Program

USING HYPERLINK OPTION.

Questions:

1. Choose the attribute of script tag
 - a) Color
 - b) Language
 - c) Text

[See the answer](#)

2. Variable whose value is the address of another variable is called

- a) Structures
- b) Data type
- c) Pointer

[See the answer](#)

[Go to previous slide](#)

3. Who is the father of c program?

- a) Dennis Ritchie
- b) Charles Babbage
- c) Thomas Edison

[See the answer](#)

[Go to previous slide](#)

Answers:

1. b) Language

2. c) Pointer

3. a) Dennis Ritchie

4. The keyword used to declare variable in a program
- a) Char
 - b) Int
 - c) Var

[See the answer](#)

[Go to previous slide](#)

5. Boolean language consists of
- a) 0's only
 - b) 1's only
 - c) Both 0's and 1's

[See the answer](#)

[Go to previous slide](#)

4. c) var

5. c) Both 0's and 1's

8.Prepare a presentation with at least 6 slides and pictures, chart and other contents for the following matter. Apply various transitions and animation. Slideshow be moved automatically and repeatedly About BCA course.



BACHELOR OF COMPUTER APPLICATION (BCA)

ABOUT THE COURSE

The introduction of internet was a major milestone in the history of mankind that led to information revolution. Increased use of internet is connecting people and business organizations like never before and there is huge volume of data generated every second across the world. Organizations have been on the lookout for solutions that can help them manage data on digital platform. Cloud technology is an innovation which has made it easy to store, retrieve and communicate huge volumes of data. On the other hand, the increased use of internet for communicating information has also raised the risk of data security breach. Companies have emphasized on the need for protection of information in the wake of security breach incidents. The BCA Cloud Technology and Information Security program offered by Srinivas University focuses on preparing students in new-age IT domains. With knowledge in these domains, students can see greater success during their professional career.

SPECIAL FEATURES OF THE PROGRAM

- Classes will be held between 9.00 am and 2.00 pm with half an hour break during week days.
- E-Study material will be provided from the college for every subject according to the syllabus.
- Industry oriented syllabus with special focus on experimental learning.
- Mini project in each semester.
- Campus recruitment facility and higher education opportunity leading to MCA and MBA.
- Innovations in examination system with opportunity to see the evaluated papers in person.
- 50% weightage of marks on continuous evaluation and 50% weightage on semester end exam.
- Make-up exams in every semester to avoid year loss.
- Placement support and research oriented projects for every student.
- Focus on smart skill development and training for competitive exams.
- Separate Hostels & Transport facility for boys & Girls.

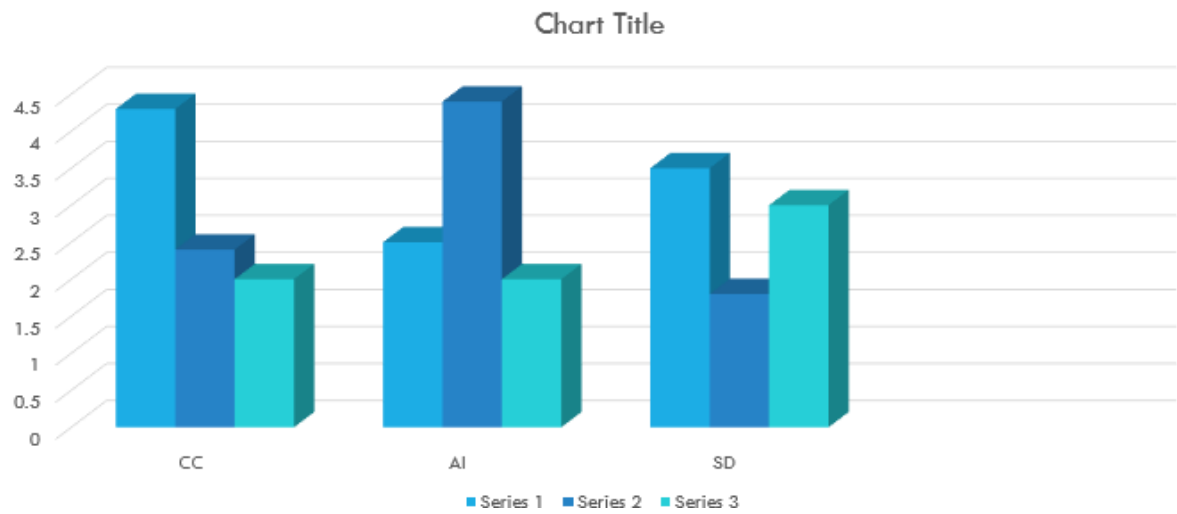
CAREER OPPORTUNITIES

- Cloud Operations Engineer, Cloud Network Engineer, Cloud Administrator, System Administrator and Application Developer, Cyber Security Analyst/Specialist, Analyst –End point Security, Analyst –Security Ops Center & SIEM, Penetration tester/Ethical Hacker and Analyst-Web Application Security, Security Engineer, Cyber security forensic analyst.

OBJECTIVES

- 1) To demonstrate a sound knowledge in key areas of computer science or industrial computing.
- 2) To demonstrate a substantial understanding of concepts in key areas of computer science.
- 3) To carry out the required analysis and synthesis involved in computer systems, information systems and computer applications.
- 4) To demonstrate professional competence in developing software and in its design and implementation

BCA



- VIGNESH RAJESH SUNDRANI

FIT LAB MANUAL

PART -B

1.Create a student table with the following details:

Student no (Primary Space Key), Name, Address, class, Mark1, Mark2, Mark3. Find the total and average of all students. Execute the following queries:

- a) List all the records belonging to 1 BCA class.
- b) Extract all the records where average greater than 50.
- c) Extract all records where total is in between 200 – 275.

student						
Student_No	Name	Address	Class	Mark1	Mark2	Mark3
1	Suraj	Kottooli, Kozhikode	1 BCA	85	65	95
2	Rajal	Mavoor, Kozhikode	1 BCA	75	95	60
3	Ziya	Putiyastand, Kozhikode	1 BCA	50	80	90
4	Rakshan	Pothamal, Kozhikode	2 BCA	90	90	90
5	Vishakha	VNagar, Kozhikode	2 BCA	80	81	82
6	Kiran	Koduil, Kozhikode	2 BCA	85	65	95
7	Raj	Pitiyapa, Kozhikode	3 BCA	75	95	60
8	Karan	Mavoorroad, Kozhikode	3 BCA	50	80	90
9	Divya	Pothamal, Kozhikode	3 BCA	90	90	90
10	Navya	Vnagar, Kozhikode	3 BCA	80	82	81
*	0			0	0	0

Total and Average

Average								
Student_No	Name	Address	Class	Mark1	Mark2	Mark3	Total	Average
1	Suraj	Kottooli, Kozhikode	1 BCA	85	65	95	245	81.66666666666667
2	Rajal	Mavoor, Kozhikode	1 BCA	75	95	60	230	76.66666666666667
3	Ziya	Putiyastand, Kozhikode	1 BCA	50	80	90	220	73.33333333333333
4	Rakshan	Pothamal, Kozhikode	2 BCA	90	90	90	270	90
5	Vishakha	VNagar, Kozhikode	2 BCA	80	81	82	243	81
6	Kiran	Koduil, Kozhikode	2 BCA	85	65	95	245	81.66666666666667
7	Raj	Pitiyapa, Kozhikode	3 BCA	75	95	60	230	76.66666666666667
8	Karan	Mavoorroad, Kozhikode	3 BCA	50	80	90	220	73.33333333333333
9	Divya	Pothamal, Kozhikode	3 BCA	90	90	90	270	90
10	Navya	Vnagar, Kozhikode	3 BCA	80	82	81	243	81
*	0			0	0	0		

Query 1

student Class wise								
Student_No	Name	Address	Class	Mark1	Mark2	Mark3	Total	Average
1	Suraj	Kottooli, Kozhikode	1 BCA	85	65	95	245	81.66666666666667
2	Rajal	Mavoor, Kozhikode	1 BCA	75	95	60	230	76.66666666666667
3	Ziya	Putiyastand, Kozhikode	1 BCA	50	80	90	220	73.33333333333333
*	0			0	0	0		

FIT LAB MANUAL

Query 2

AVG > 50								
Student_No	Name	Address	Class	Mark1	Mark2	Mark3	Total	Average
1	Suraj	Kottooli, Kozhikode	1 BCA	85	65	95	245	81.6666666666667
2	Rajal	Mavoor, Kozhikode	1 BCA	75	95	60	230	76.6666666666667
3	Ziya	Putiyastand, Kozhikode	1 BCA	50	80	90	220	73.3333333333333
4	Rakshan	Pothamal, Kozhikode	2 BCA	90	90	90	270	90
5	Vishakha	VNagar, Kozhikode	2 BCA	80	81	82	243	81
6	Kiran	Koduil, Kozhikode	2 BCA	85	65	95	245	81.6666666666667
7	Raj	Pitiyapa, Kozhikode	3 BCA	75	95	60	230	76.6666666666667
8	Karan	Mavoorroad, Kozhikode	3 BCA	50	80	90	220	73.3333333333333
9	Divya	Pothamal, Kozhikode	3 BCA	90	90	90	270	90
10	Navya	Vnagar, Kozhikode	3 BCA	80	82	81	243	81
*	0			0	0	0		

Query 3

Total btw 200-275							
Student_No	Name	Address	Class	Mark1	Mark2	Mark3	Total
1	Suraj	Kottooli, Kozhikode	1 BCA	85	65	95	245
2	Rajal	Mavoor, Kozhikode	1 BCA	75	95	60	230
3	Ziya	Putiyastand, Kozhikode	1 BCA	50	80	90	220
4	Rakshan	Pothamal, Kozhikode	2 BCA	90	90	90	270
5	Vishakha	VNagar, Kozhikode	2 BCA	80	81	82	243
6	Kiran	Koduil, Kozhikode	2 BCA	85	65	95	245
7	Raj	Pitiyapa, Kozhikode	3 BCA	75	95	60	230
8	Karan	Mavoorroad, Kozhikode	3 BCA	50	80	90	220
9	Divya	Pothamal, Kozhikode	3 BCA	90	90	90	270
10	Navya	Vnagar, Kozhikode	3 BCA	80	82	81	243
*	0			0	0	0	

FIT LAB MANUAL

2. Create item table with following details:

Item no (Primary Key), Name, Brand, Quantity purchased, Quantity sold, rate per unit. Find the total items in stock. Using the above table, execute the following queries.

- List all the items with quantity purchased more than 100 and rate per unit is Rs. 75.
- Extract all the records of a particular item (same item name can be there with various brands).
- Extract all the records where total items in stock at present is less than 50 and quantity sold more than 500.

Stock					
Item_No	Name	Brand	Quantity_Pt	Quantity_Sc	Rate_Per_U
1	PEN	CELLO	500	300	75
2	FAN	USHA	700	670	4000
3	PEN	NATRAJ	500	350	70
4	PENCIL	NATRAJ	500	200	60
5	BOOK	CLASSMATE	1000	500	100
6	FAN	PHILIPS	250	150	6000
*	0		0	0	0

Total						
Item_No	Name	Brand	Quantity_Pt	Quantity_Sc	Rate_Per_U	Total
1	PEN	CELLO	500	300	75	200
2	FAN	USHA	700	670	4000	30
3	PEN	NATRAJ	500	350	70	150
4	PENCIL	NATRAJ	500	200	60	300
5	BOOK	CLASSMATE	1000	500	100	500
6	FAN	PHILIPS	250	150	6000	100
*	0		0	0	0	

Total < 50, > 500						
Item_No	Name	Brand	Quantity_Pt	Quantity_Sc	Rate_Per_U	Total
2	FAN	USHA	700	670	4000	30
*	0		0	0	0	

FIT LAB MANUAL

Total		< 50, > 500		Quantity purchased more than 100 and rate per unit is 75		
Item_No	Name	Brand	Quantity_Pt	Quantity_Sc	Rate_Per_U	Total
1	PEN	CELLO	500	300	75	200
0			0	0	0	

Same name with different brand						
Item_No	Name	Brand	Quantity_Pt	Quantity_Sc	Rate_Per_U	Total
1	PEN	CELLO	500	300	75	200
3	PEN	NATRAJ	500	350	70	150
0			0	0	0	

FIT LAB MANUAL

3. Create an employment data having employees no., employee name, DOJ, designation and basic pay of employees. Calculate D.A, H.R.A, Gross pay, Income tax, Net pay, Provident fund and per the rule:

D.A = 10% of Basic Pay

H.R.A = if Basic Pay is less than 2500, H.R.A is 10% of basic pay else HRA is 25% of basic pay

Gross Pay = D.A + H.R.A + Basic Pay

Provident Fund = 12% of Basic Pay

Income Tax = Rs. 100 if Gross Pay is less than 10000 else Rs. 200

Net Pay = Gross Pay – Income Tax + Provident Fund

Using employee table, execute the following queries:

- a) Select an employee record who are drawing not more than 5000 gross salary.
- b) Select an employee record from the table whose DOJ is after July 1, 1995.

Employee Number	Employee Name	DOJ	Designation	Basic Pay
1	Arjun Bhaskey	02-07-1995	Receptionist	2000
2	Darshan T	22-08-2000	HR manager	10000
3	Akash V	15-10-1994	HOD	20000
4	Pratham	03-03-1994	Assistant man	15000
5	Vijith Prasad	10-11-1993	Manager	30000

D.A, H.R.A

Employee Number	Employee Name	DOJ	Designation	Basic Pay	DA	HRA	Gross Pay	Income Tax	Provident Func	Net pay
1	Arjun Bhaskey	02-07-1995	Receptionist	2000	200	200	2400	100	240	2540
2	Darshan T	22-08-2000	HR manager	10000	1000	2500	13500	200	1200	14500
3	Akash V	15-10-1994	HOD	20000	2000	5000	27000	200	2400	29200
4	Pratham	03-03-1994	Assistant man	15000	1500	3750	20250	200	1800	21850
5	Vijith Prasad	10-11-1993	Manager	30000	3000	7500	40500	200	3600	43900

FIT LAB MANUAL

Query 1

Employee Number	Employee Name	DOJ	Designation	Basic Pay	DA	HRA	Gross Pay	Income Tax	Provident Func	Net pay
2	Darshan T	22-08-2000	HR manager	10000	1000	2500	13500	200	1200	14500
3	Akash V	15-10-1994	HOD	20000	2000	5000	27000	200	2400	29200
4	Pratham	03-03-1994	Assistant mana	15000	1500	3750	20250	200	1800	21850
5	Vijith Prasad	10-11-1993	Manager	30000	3000	7500	40500	200	3600	43900

Query 2

Employee Number	Employee Name	DOJ	Designation	Basic Pay	DA	HRA	Gross Pay	Income Tax	Provident Func	Net pay
1	Arjun Bhaskey	02-07-1995	Receptionist	2000	200	200	2400	100	240	2540
2	Darshan T	22-08-2000	HR manager	10000	1000	2500	13500	200	1200	14500

FIT LAB MANUAL

4. Create a worksheet to maintain student information such as Rollno, Name, Class, Marks in 3 subjects of 10 students. Calculate total marks, average and grade. Find grade for distinction, first class, second class, pass, fail using normally used condition.

Within each class average marks should be in descending order. Also draw the column chart showing the Rollno versus average scored.

Roll No	Name	Class	Subject			Total	AVG	Grade
			mark 1	mark 2	mark 3			
1	Vijith	1 BCA	87	67	77	231	77	FIRST CLASS
2	Arjun	1 BCA	89	82	92	263	87.66666667	DISTINCTION
3	Darshan	1 BCA	77	66	67	210	70	SECOND CLASS
4	Akash	1 BCA	65	56	99	220	73.33333333	FIRST CLASS
5	Pratham	1 BCA	88	53	22	163	54.33333333	FAIL
6	Clint	1 BCA	98	76	56	230	76.66666667	FIRST CLASS
7	Vilas	1 BCA	67	71	55	193	64.33333333	SECOND CLASS

DECENDING ORDER								
Roll No	Name	Class	Subject			Total	AVG	Grade
			mark 1	mark 2	mark 3			
2	Arjun	1 BCA	89	82	92	263	87.66666667	DISTINCTION
1	Vijith	1 BCA	87	67	77	231	77	FIRST CLASS
6	Clint	1 BCA	98	76	56	230	76.66666667	FIRST CLASS
4	Akash	1 BCA	65	56	99	220	73.33333333	FIRST CLASS
3	Darshan	1 BCA	77	66	67	210	70	SECOND CLASS
7	Vilas	1 BCA	67	71	55	193	64.33333333	SECOND CLASS
5	Pratham	1 BCA	88	53	22	163	54.33333333	FAIL



■ 1 ■ 2 ■ 3 ■ 4 ■ 5 ■ 6 ■ 7 ■ 8

FIT LAB MANUAL

5. Create an employment data having employees no., employee name, DOJ, department, designation and basic pay of employees. Calculate D.A, H.R.A, Gross pay, Income tax, Net pay, Provident fund and per the rule:

D.A = 10% of Basic Pay

H.R.A = if Basic Pay is less than 2500, H.R.A is 10% of basic pay else H.R.A is 25% of basic pay

Gross Pay = D/A + H.R.A + Basic Pay

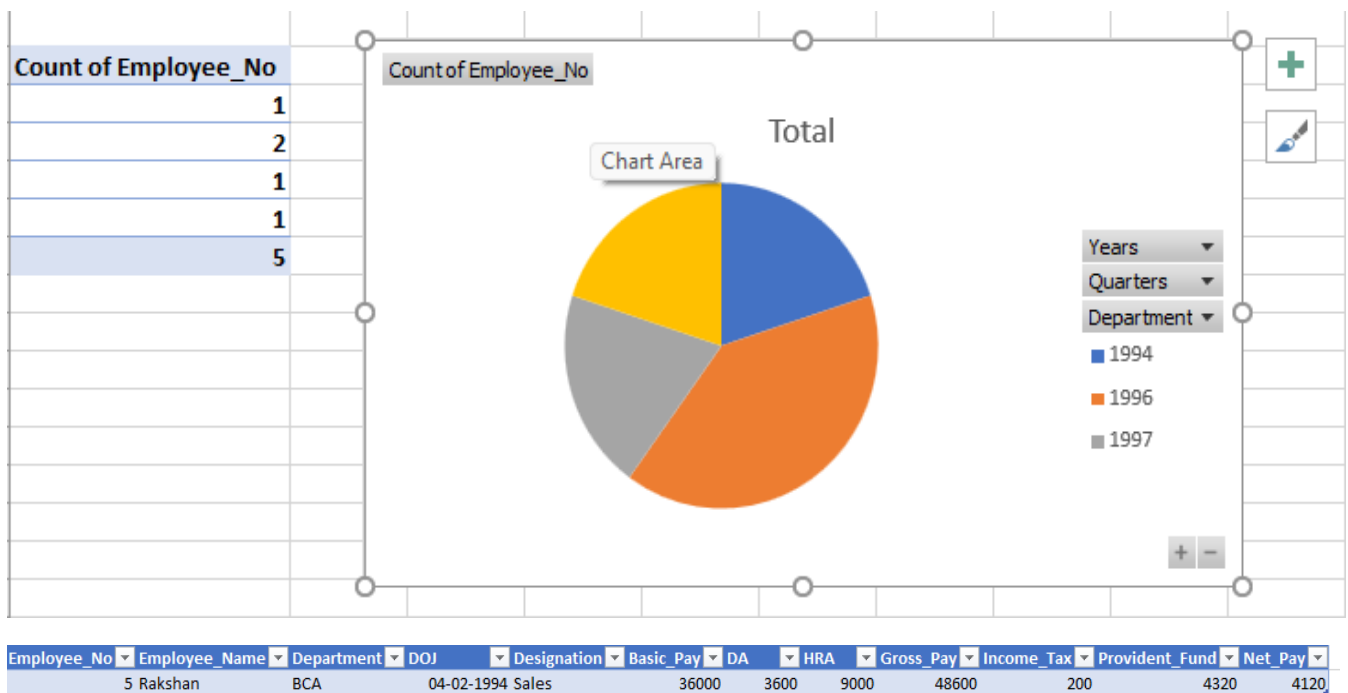
Provident Fund = 12% of Basic Pay

Income Tax = Rs. 100 if Gross Pay is less than 10000 else Rs. 200

Net Pay = Gross Pay – Income Tax + Provident Fund

Prepare individual pay slips of (at least 3) employees in another worksheet.
Using pivot table, display no. of employees in each department and represent using Pie chart.

Employee_No	Employee_Name	Department	DOJ	Designation	Basic_Pay	DA	HRA	Gross_Pay	Income_Tax	Provident_Fund	Net_Pay
1	Abu	BCA	10-07-1996	HR Manager	50000	5000	12500	67500	200	6000	40225
2	Razik	BBA	16-02-1996	Sales Manager	25500	2550	6375	34425	200	3060	70495
3	Vaishak	BPT	22-09-1997	ding Department	50100	5010	12525	67635	200	6012	80811.25
4	Divya	BBA	28-02-1999	Direct Selling	55555	5555.5	13888.75	74999.25	200	6666.6	55066.6
5	Rakshan	BCA	04-02-1994	Sales	36000	3600	9000	48600	200	4320	4120



FIT LAB MANUAL

Employee_No	Employee_Name	Department	DOJ	Designation	Basic_Pay	DA	HRA	Gross_Pay	Income_Tax	Provident_Fund	Net_Pay
2	Razik	BBA	16-02-1996	Sales Manager	25500	2550	6375	34425	200	3060	70495
1	Abu	BCA	10-07-1996	HR Manager	50000	5000	12500	67500	200	6000	40225

Employee_No	Employee_Name	Department	DOJ	Designation	Basic_Pay	DA	HRA	Gross_Pay	Income_Tax	Provident_Fund	Net_Pay
3	Vaishak	BPT	22-09-1997	Coding Departr	50100	5010	12525	67635	200	6012	80811.25

FIT LAB MANUAL

6. Create a table containing the percentage of commission to be given to a sales man in different zones as follows:

<u>Zone</u>	<u>Percentage</u>
South	10%
North	12.5%
East	14%
West	13%

Create another table in the same worksheet to store salesman name, zone name, place, name of item sold, rate per unit, quantity sold. Calculate total sales amount of each salesman. Referring the above table write the formula to compute the commission to be given. Using advanced filtering show the result in various parts of the worksheet.

- Show the records of various zones separately
- Show the records of only East and West zones
- Display the details of the items sold more than 50 in South and North zones.

Salesman_Name	Zone_Name	Place	Item_Sold	Rate_Per_Unit	Quantity_Sold	Total_Sales	Commission
Haya	East	Nadavaku	CPU	5000	3	15000	2100
Shenaz	West	Kottooli	Hard Disk	1300	3	3900	507
Harsh	North	Gujarati Street	CPU	4900	5	24500	3062.5
Rakshan	East	MH Road	UPS	3000	5	15000	2100
Vishnu	North	CH Bridge	Stylus	1200	51	61200	7650
Kishan	South	MH Road	CPU	4500	5	22500	2250
<u>Zone South</u>							
Salesman_Name	Zone_Name	Place	Item_Sold	Rate_Per_Unit	Quantity_Sold	Total_Sales	Commission
Kishan	South	MH Road	CPU	4500	5	22500	2250
<u>Zone East</u>							
Salesman_Name	Zone_Name	Place	Item_Sold	Rate_Per_Unit	Quantity_Sold	Total_Sales	Commission
Haya	East	Nadavaku	CPU	5000	3	15000	2100
Rakshan	East	MH Road	UPS	3000	5	15000	2100

FIT LAB MANUAL

Zone North							
Salesman_Name	Zone_Name	Place	Item_Sold	Rate_Per_Unit	Quantity_Sold	Total_Sales	Commission
Harsh	North	Gujarati Street	CPU	4900	5	24500	3062.5
Vishnu	North	CH Bridge	Stylus	1200	51	60000	7500
Zone West							
Salesman_Name	Zone_Name	Place	Item_Sold	Rate_Per_Unit	Quantity_Sold	Total_Sales	Commission
Shenaz	West	Kottooli	Hard Disk	1300	3	3900	507

East and West Zones Only							
salesman_Name	Zone_Name	Place	Item_Sold	Rate_Per_Unit	Quantity_Sold	Total_Sales	Comimission
Haya	East	Nadakavu	CPU	5000	3	15000	2100
Shenaz	West	Kottooli	Hard Disk	1300	3	3900	507
Rakshan	East	MH Road	UPS	3000	5	15000	2100
South and North Zones with item sold more than 50							
salesman_Name	Zone_Name	Place	Item_Sold	Rate_Per_Unit	Quantity_Sold	Total_Sales	Comimission
Vishnu	North	CH Bridge	Stylus	1200	51	61200	7650

Continous Internal Assesment Method:

SI NO	TYPE OF ASSESMENT	MODE OF ASSESMENT	MARKS
1	Observation book	Regular mode of assesment	5
2	Lab internal	Regular mode of assesment	10
3	Record	Regular mode of assesment	5
4	Attendance	Regular mode of assesment	5
total			25

SCHEME OF EXAMINATION FOR END SEMISTER EXMINATION OF 50 OR 100 MARKS:

SI NO	TYPE OF ASSESMENT	MODE OF ASSESMENT	MARKS
1	PART-A	Regular mode of assesment	5
2	PART-A	Regular mode of assesment	10
3	Viva	Regular mode of assesment	5
			25