**Worksheet no: 1**

**Make a sheet called “Student’s Marksheet” enter data as per following format, and complete your task as per instruction given below .**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MARKSHEET** | | | | | | | | |
| **NAME** | | **HIN** | **MAR** | **ENG** | **TOTAL** | **AVERAGE** | **RESULT** | **GRADE** |
| **PIYUSH** | | **65** | **60** | **72** |  |  |  |  |
| **KARAN** | | **35** | **40** | **28** |  |  |  |  |
| **ATHARV** | | **75** | **70** | **79** |  |  |  |  |
| **JYOTI** | | **55** | **50** | **59** |  |  |  |  |
| **RITU** | | **62** | **50** | **58** |  |  |  |  |
| **AANCHAL** | | **49** | **50** | **56** |  |  |  |  |
| **AARAV** | | **88** | **90** | **98** |  |  |  |  |
| **Highest** |  | |  |  |  | | | |
| **Lowest** |  | |  |  |

**Task 1:-**

1. **Create the following table of Mark sheet.**
2. **Calculate the total marks of all subjects (Using the autosum features).**
3. **Find the Average of all subjects.**
4. **Calculate the Highest & Lowest marks of all subject’**
5. **Make a result (pass/fail) on condition like 35 marks in all subjects’ out of 100.**
6. **Give grade if average more than 70 “A” and more than 65 ”B” or above 45 “C” And finally 35 then D or otherwise fail.**
7. **Merge the record’s and give heading Mark sheet , make a Attractive format**

**To table.**

1. **Rename the sheet to Marksheet.**
2. **Create Folder in D: - Drive of Your name.**
3. **Save this file which name is Task 1**
4. **Make password protection for worksheet with name of icit123.**

**Worksheet no : 2**

**Make a new sheet called “Employee Salary sheet” enter data as per following format, and complete your task as per instruction given below .**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **E\_CODE** | **DEPT** | **BASIC SALARY** | **HRA 15%** | **DA 5%** | **Ta 7%** | **Gross** | **Pf** | **P\_Tax** | **Net Salary** | **Designation** |
| **E001** | **Acct** | **15000** |  |  |  |  |  | **200** |  |  |
| **E002** | **Admin** | **7850** |  |  |  |  |  | **200** |  |  |
| **E003** | **Fin** | **12300** |  |  |  |  |  | **200** |  |  |
| **E004** | **Mkt** | **9850** |  |  |  |  |  | **200** |  |  |
| **E005** | **Acct** | **10000** |  |  |  |  |  | **200** |  |  |
| **E006** | **Fin** | **11530** |  |  |  |  |  | **200** |  |  |
| **E007** | **Acct** | **9000** |  |  |  |  |  | **200** |  |  |
| **E008** | **Fin** | **14000** |  |  |  |  |  | **200** |  |  |

**Task 2 :-**

**Pf :- Provident fund.**

**Hra :- House rent allowance.**

**Da:- Dearness allowance.**

**Ta :- Travelling Allowance.**

1. **Open a new sheet and create Task 2.**
2. **Calculate HRA@15% of Basic Salary**
3. **Calculate Da@5% Of basic salary for all employees.**
4. **Calculate Ta@7% Of basic salary for all employee.**
5. **Calculate Gross amt. (=Salary+Hra+Da+Ta).**
6. **Calculate Pf@12% Of Gross Amt for all employee.**
7. **Calculate the Net Amount.(=Gross-Pf-P\_tax).**
8. **If net salary more than or equal to 35000 then he is “Chief Exe” or net salary more than or equal to 25000 then he get “Asst Mgr” or net salary more than or equal to 15000 then he is “Manger” Otherwise “Clerk”.**

**Worksheet no : 3**

**Make a new file called “Inventory Management” enter data as per following format, and complete your task as per instruction given below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product** | **Quantity In**  **Stock** | **Issued quantity** | **Available Quantity in  Stock** | **Rate per unit** | **Total Amount** |
| **Powder** | **50** | **20** |  | **50** |  |
| **Shampoo** | **100** | **35** |  | **150** |  |
| **Oil** | **540** | **170** |  | **60** |  |
| **Coconut oil** | **200** | **30** |  | **30** |  |
| **Lotion** | **35** | **5** |  | **75** |  |
| **Conditioner** | **400** | **150** |  | **80** |  |
| **Body Spray** | **300** | **200** |  | **125** |  |
| **Cream** | **500** | **60** |  | **50** |  |
| **Soap** | **1000** | **470** |  | **30** |  |

**Task 3 :-**

1. **The following table was calculating the Value of stock with use of cost, quantity and boxes in stock.**
2. **Quantity in stock: - =Quantity stock-Issued quantity.**
3. **Total Amount :- =Rate per unit\*Available Quantity in stock**
4. **Give a Number format to Issued quantity column in comma style.**
5. **Highlight the Qty in Stock column from formatting option greater than 150 (Color—Orang Accent 25%, Bold) .**
6. **Make a Style from Cell style tab : -- Input.**
7. **Save this file which name is Task 3 in yours Folder**.

**Worksheet no: 4**

**Make a new sheet called “Calculation of Sales Commission” enter data as per following format, and complete your task as per instruction given below.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Commission sheet** | | | | | | |
| **SR NO** | **JAN**  **(RS)** | **FEB**  **(RS)** | **MAR**  **(RS)** | **TOTAL** | **AVERAGE** | **COMMISSION** |
| **001** | **2500** | **3000** | **4520** |  |  |  |
| **002** | **3000** | **2500** | **3520** |  |  |  |
| **003** | **4500** | **5200** | **5460** |  |  |  |
| **004** | **3600** | **4120** | **3620** |  |  |  |
| **005** | **4000** | **3600** | **4210** |  |  |  |
| **006** | **1200** | **1250** | **3250** |  |  |  |
| **HIGHEST** |  |  |  |  | | |
| **LOWEST** |  |  |  |  | | |

**Task 4 :-**

1. **Calculate the total (Using the auto sum features).**
2. **Calculate the average.**
3. **Calculate the highest Sales in every month.**
4. **Calculate the Lowest Sales in every month.**
5. **The commission shall depend on – if the average sales are more than 3500 the commission shall be calculated as 5% of average sales.If average sales is less than 3500 then “No commission”.**
6. **Give appropriate border & patterns to the cells, use a different font and colors to make the work sheet attractive.**
7. **Give the total and average is currency format.**
8. **Take a new row in upon of table called 1st row and merge them Give Heading: - Commission sheet.**
9. **Save the sheet give it name Task 4.**

**Worksheet no: 5**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Product** | **Quantity In**  **Stock** | **Issued quantity** | **Available Quantity in  Stock** | **Product Manufactured Date(M-D-Y)** | **Duration(Month)** | **Expiry Date** |
| **Powder** | **50** | **20** |  | **5/12/2011** | **6** |  |
| **Shampoo** | **100** | **35** |  | **1/14/2013** | **12** |  |
| **Oil** | **540** | **170** |  | **8/12/2006** | **24** |  |
| **Coconut oil** | **200** | **30** |  | **6/10/1990** | **7** |  |
| **Lotion** | **35** | **5** |  | **12/7/2012** | **8** |  |
| **Conditioner** | **400** | **150** |  | **5/10/2013** | **11** |  |
| **Body Freshener** | **300** | **200** |  | **10/18/2010** | **3** |  |
| **Cream** | **500** | **60** |  | **7/5/2003** | **18** |  |
| **Soap** | **1000** | **470** |  | **6/23/2005** | **36** |  |

**Make a new sheet called “Product Expiry Calculation” enter data as per following format, and complete your task as per instruction given below.**

**Task 5 :-**

1. **The following table was calculating the Available Quantity boxes in stock.**
2. **Available quantity in stock Formula: - =Quantity in stock-Issued quantity.**
3. **Select Expiry date Column and convert from General option in Long date format**
4. **Expiry date Formula :=Edate(Product Manufactured Date,Duration)**
5. **Save this file in yours folder which name is Task 5.**

**Worksheet no: 6**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Sales** | **Target** | **GESTEP** |
| **Alan** | **3000** | **4000** |  |
| **Bob** | **5000** | **4000** |  |
| **Carol** | **1000** | **2000** |  |
| **David** | **2000** | **2000** |  |
| **Eric** | **8000** | **7000** |  |

**Make a new file called “Target Achieved” enter data as per following format, and complete your task as per instruction given below.**

|  |  |
| --- | --- |
| **Targets Achieved** |  |

|  |  |
| --- | --- |
| **1st Highest Value** |  |
| **2nd Highest Value** |  |
| **3rd Highest Value** |  |

1. **The following table was used to calculate how many sales staff achieved their targets.**
2. **The =GESTEP (cell add, cell add) function compares the Sales with Target, and the results are totaled.**
3. **Target achieved from Gestep columns using by Sum function.**
4. **Calculate the large sales of which employee.(=large(range,1).**
5. **The following table was used to calculate the top 3 sales figures between Sales column.**
6. **Show in right side of the table same as “ICIT INSTITUTE” logo use of shape effect’s.**
7. **Give hyperlink to task 1 file Alan name.**
8. **Rename the sheet Task 3.**
9. **Give a header to this file Task no 3, and date located in footer.**
10. **Give attractive border and formatting to this table**
11. **Save this file in yours folder which name is Task 6.**

**Worksheet no: 7**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sir no** | **Employee**  **code** | **Department** | **Basic** | **Net** | **Signature** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

**Task 7 :-**

1. **Open your workbook and insert a new worksheet” pays slip” after Employee sheet.**
2. **Create the following layout to prepare the pays slip:**
3. **Prepare a popup for code field (using Data validation).**
4. **Select employee code of E002, E004, E006,E008 from the popup, the employee name, his/her department, basic and net will come automatically from employee sheet (using lookup function).**
5. **From the above pays slip, find out total no of Employee, Total salary expenditure, Maximum salary and minimum salary.**
6. **Go to Product sheet and find out the Average rate of all products.**
7. **Prepare a form for the Product table and insert the following records. Don’t**
8. **Put or calculate the values for Amount, Discount Amount and Net Amount Fields.**
9. **Save this file in yours folder which name is Task 7.**

**Worksheet no: 8**

**Make a new file called “Penalty Calculation” enter data as per following format, and complete your task as per instruction given below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BOOKS | ISSUED DATE  (M-D-Y)Format | RETURN DATE  (M-D-Y)Format | NO OF DAYS RETURN | PENALTY(FINE) |
| Kadmbari | 5/7/2014 | 8/7/2014 |  |  |
| Horror Night | 12/7/2014 | 1/7/2015 |  |  |
| Godan | 3/9/2014 | 6/10/2014 |  |  |
| 5 Points for some one | 1/4/2014 | 3/5/2014 |  |  |
| 3 Mistake of life | 7/8/2014 | 7/11/2014 |  |  |
| Raqtacharitra | 6/11/2014 | 7/12/2014 |  |  |
| Beyond the boundries | 8/3/2014 | 8/7/2014 |  |  |

**Task :- 8**

1. **The following table was used to calculate how many Penalty after given books by day.**
2. **Calculate formula for No of days return:- =datedif(Issued date,Return Date,”d”)**
3. **For penalty:- =if(No of day’s return>7, No of day’s return\*5,0)**
4. **Rename sheet with penalty list.**

**Worksheet no: 9**

**Make a new file called “`Income expenditure statement” enter data as per following format, and complete your task as per instruction given below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Downtown internet café** | | | | | |
|  | **Jan** | **Feb** | **Mar** | **Total** | **Avg** |
| **Sales** |  |  |  |  |  |
| Beverage | 13600 | 14600 | 15500 |  |  |
| Food | 7100 | 7300 | 7400 |  |  |
| Internet | 4000 | 4200 | 4500 |  |  |
| Merchandise | 3100 | 3200 | 3300 |  |  |
| **Total Sales** |  |  |  |  |  |
| **Expenses** | | | | | |
| Cost of Goods | 6950 | 7300 | 7600 |  |  |
| Payroll | 7500 | 7500 | 7500 |  |  |
| Computers | 6400 | 6400 | 6400 |  |  |
| Lease | 5500 | 5500 | 5500 |  |  |
| Marketing | 1000 | 1000 | 1000 |  |  |
| Miscellaneous | 1500 | 1500 | 1500 |  |  |
| **Total**  **Expenses** |  |  |  |  |  |
| **Net Income** |  |  |  |  |  |

**Task 9:-**

1. **Calculate the Total, Average, Total sales, Total expenses, & Net Income arrange the details Order of Total.**
2. **Net income calculate from:- =Total Sales-Total Expenses**
3. **Apply Conditional Formatting to above data,**
   1. **<5000=color-“green”,Style-“Italic”**
   2. **>5000<10000=color-“Red”,Style-“Bold-Italic”.**
4. **Create a Graphical representation of sales Jan details only in Sheet .**
   1. **Save file with Income Expenditure statement**

**Worksheet no : 10**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **A** | **B** | **C** |
| **1** | **Overs** | **India** | **Pakistan** |
| **2** | **10** | **30** | **60** |
| **3** | **20** | **60** | **120** |
| **4** | **30** | **90** | **180** |
| **5** | **40** | **180** | **210** |
| **6** | **50** | **340** | **230** |

**Task 10 :-**

**INSERT 🡪 CHART**

**It is graphical presentation of data. It is the best tool available for quick and user’s attention. It is simple and quicker to view or to refer.**

**Example:--**

1. **Take a new sheet with name of Task 10.**
2. **Type following table as format.**
3. **Select B1:C6**
4. **Insert 🡪 Chart It will be displayed different types chart select the chart on requirement.(2D Column)**
5. **It will ask for Chart title:--“Cricket Score list” from Layout tab take chart title with Center Overlay title.**
6. **It will ask also for Axis X Axis:-- Create Horizontal axis title from Layout tab. Y Axis: -- Create Vertical axis title in rotated title from Layout tab.**
7. **Give design to chart form design style 46.**

**Worksheet no: 11**

**Make a sheet called “Sales Analysis Report” enter data as per following format, and complete your task as per instruction given below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Delar’s**  **name** | **City** | **Product** | **Sales**  **Value** |
| **Riya** | **Goa** | **Aircel** | **50** |
| **Snehal** | **Delhi** | **Bpl** | **25** |
| **Aanchal** | **Kerla** | **Reliance Gsm** | **150** |
| **Krishna** | **Mumbai** | **Idea** | **75** |
| **Mahendra** | **Assam** | **Hutch** | **45** |
| **Ajay** | **Goa** | **Reliance Gsm** | **50** |
| **Ganesh** | **Delhi** | **Docomo** | **85** |
| **Kunal** | **Mumbai** | **Aircel** | **40** |
| **Krishna** | **Goa** | **Reliance Gsm** | **25** |
| **Babita** | **Kerla** | **Idea** | **35** |
| **Sanjay** | **Chennai** | **Docomo** | **40** |
| **Deep** | **Goa** | **Idea** | **75** |
| **Lokesh** | **Assam** | **Reliance Gsm** | **100** |
| **Gautam** | **Kerla** | **Hutch** | **120** |
| **Harsh** | **Mumbai** | **Idea** | **150** |
| **Naveen** | **Chennai** | **Aircel** | **45** |
| **Saras** | **Delhi** | **Hutch** | **65** |
| **Trisha** | **Assam** | **Docomo** | **80** |
| **Divya** | **Mumbai** | **Idea** | **75** |
| **Smita** | **Chennai** | **Reliance Gsm** | **80** |

**Task 11:-**

**1) Select the city column and sort this field in A to z order wise.**

**2) After sorting select again city column and Subtotaling from Outline tab.**

**3) Filter to product field by grouping.**

**4) Show only Ariel record’s and again show all record’s.**

**5) Total selling of sum card’s at the end of row.**

**6) Save this file in yours folder which name is Task 11.**