Assignment: 1

Question :1

	A	B	C	D	E	F	G	H	I
1	Sessional								
2	Date				01-01-2021				
3	Subject Code	Subject name	unit 1	unit 2	unit 3	unit 4	unit 5	Average of best 4 unit exam	Percentage
4	EC301								
5	EC302								
6									
7									
8									
9									
10									
11									
12									

a. Create a new workbook as shown below and save the file with the name "Sessional".

b. Enter the labels and values in the exact cells locations as desired.

c. Use AutoFill to put the Subject code into cells A6:A9.

d. Set the columns width and rows height appropriately.

e. Set labels alignment appropriately.

f. Use warp text and merge cells as desired.

g. Apply borders, gridlines and shading to the table as desired.

h. Format cell B2 to Short Date format.

i. Format unit marks to include marks with one decimal places.

j. Calculate the average of best 4 exams.

k. Calculate the percentage of marks obtained in each subject.

l. Set the work sheet vertically and horizontally on the page.

m. Save your work

Question 2

	A	B	C	D	E	F
1			Salary Structure			
2			Monthly Sale report-March			
3	Emp. Code	Name	Salary	Sales Amount	Comission	Total salry
4	S001	A	12000	15000	?	?
5	S002	B	18000	22500	?	?
6	S003	C	24000	30000	?	?
7	S004	D	30000	37500	?	?
8	S005	E	36000	45000	?	?
9	S006	F	42000	52500	?	?
10						
11		Total	?	?	?	?
12		Average	?	?	?	?
13		Higest	?	?	?	?
14		Lowest	?	?	?	?
15		Count	?	?	?	?

a. Create the worksheet shown above.

b. Set the column widths as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14.

c. Enter the formula to find COMMISSION for the first employee. The commission rate is 2% of sales, COMMISSION = SALES * 2% Copy the formula to the remaining employees.

d. Enter the formula to find TOTAL SALARY for the first employee where: TOTAL SALARY =SALARY + COMMISSION Copy the formula to the remaining employees.

e. Enter formula to find TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT values. Copy the formula to each column.

f. Format numeric data to include commas and two decimal places.

g. Align all column title labels horizontally and vertically at the center.

h. Create a Header that includes your name in the left section, page number in the center section, and your ID number in the right section.

i. Create footer with DATE in the left section and TIME in the right section.

j. Save the file with name your enrollment no.