OBJECTIVE 1

Q: Prepare and print the following data sheet according to the instructions:

	Name	Basic Pay	Medical Allowance	House Rent	Gross Pay	Net Pay	Grade
2	Aslam	10500					
3	Arif	7600					
4	Mumtaz	6939					
5	Kashif	9832					
6	Amir	13000					

i.   Calculate Medical allowance @**7% of Basic Pay** and House Rent **@45% of Basic Pay**. Calculate Gross Pay

ii. Compute the **Tax** which is **5% of the Gross Pay** if the Gross Pay is greater than 15000, otherwise it is **3%**

	Name	Basic Pay	Medical Allowance	House Rent	Gross Pay	Tax
2	Aslam	10500	735	4725	15960	798
3	Arif	7600	532	3420	11552	346.56
4	Mumtaz	6939	485.73	3122.55	10547.28	316.4184
5	Kashif	9832	688.24	4424.4	14944.64	448.3392
6	Amir	13000	910	5850	19760	988

iii.   Compute the **Net Pay** by subtracting **Tax** from the **Gross Pay**

	A	B	C	D	E	F	G
1	Name	Basic Pay	Medical Allowance	House Rent	Gross Pay	Tax	Net Pay
2	Aslam	10500	735	4725	15960	798	15162
3	Arif	7600	532	3420	11552	346.56	11205.44
4	Mumtaz	6939	485.73	3122.55	10547.28	316.4184	14628.2216
5	Kashif	9832	688.24	4424.4	14944.64	448.3392	14496.3008
6	Amir	13000	910	5850	19760	988	18772

iv.   Assign the **Grade-1** if the **Net Pay** of employee is greater than **15000** otherwise assign **Grade-2**

	A	B	C	D	E	F	G	H
1	Name	Basic Pay	Medical Allowance	House Rent	Gross Pay	Tax	Net Pay	Grade
2	Aslam	10500	735	4725	15960	798	15162	Grade-1
3	Arif	7600	532	3420	11552	346.56	11205.44	Grade-2
4	Mumtaz	6939	485.73	3122.55	10547.28	316.4184	14628.2216	Grade-2
5	Kashif	9832	688.24	4424.4	14944.64	448.3392	14496.3008	Grade-2
6	Amir	13000	910	5850	19760	988	18772	Grade-1

OBJECTIVE 2

Q: Using spreadsheet, create and print a utility bill of electricity according to the instructions:

Meter Number	Previous Reading	Current Reading	Unit Consumed	Electricity Charges	Surcharge	Amount Payable
PS-1201	69236	69429				
PS-1202	14011	14638				
PS-1203	76321	76428				
PS-1204	38476	38890				
PS-1205	4853	4996				

i.   Calculate units consumed

Meter Number	Previous Reading	Current Reading	Unit Consumed
PS-1201	69236	69429	193
PS-1202	14011	14638	627
PS-1203	76321	76428	107
PS-1204	38476	38890	414
PS-1205	4853	4996	143

ii.   Cost of 1 unit of electricity if Rs. 2.06

Meter Number	Previous Reading	Current Reading	Unit Consumed	Electricity Charges
PS-1201	69236	69429	193	397.58
PS-1202	14011	14638	627	1291.62
PS-1203	76321	76428	107	220.42
PS-1204	38476	38890	414	852.84
PS-1205	4853	4996	143	294.58

iii.   Compute the Surcharge as 15% of electricity charges

Meter Number	Previous Reading	Current Reading	Unit Consumed	Electricity Charges	Surcharge
PS-1201	69236	69429	193	397.58	59.637
PS-1202	14011	14638	627	1291.62	193.743
PS-1203	76321	76428	107	220.42	33.063
PS-1204	38476	38890	414	852.84	127.926
PS-1205	4853	4996	143	294.58	44.187

iv.   Compute the amount due & Roundup the Amount Payable to one decimal place.

Meter Number	Previous Reading	Current Reading	Unit Consumed	Electricity Charges	Surcharge	Amount Payable	Round off
PS-1201	69236	69429	193	397.58	59.637	457.217	457.2
PS-1202	14011	14638	627	1291.62	193.743	1485.363	1485.4
PS-1203	76321	76428	107	220.42	33.063	253.483	253.5
PS-1204	38476	38890	414	852.84	127.926	980.766	980.8
PS-1205	4853	4996	143	294.58	44.187	338.767	338.8

OBJECTIVE 3

Q: Using spreadsheet, create & print a utility bill of Sui Gas

	meter number	previous reading	current reading	unit consumed	gas charges	sales tax	Amount due
1							
2	SS-1201	69236	69429				
3	SS-1202	14011	14638				
4	SS-1203	76321	76428				
5	SS-1204	38476	38890				
6	SS-1205	4853	4996				

1) Enter a formula to calculate units consumed

	meter number	previous reading	current reading	unit consumed
1				
2	SS-1201	69236	69429	193
3	SS-1202	14011	14638	627
4	SS-1203	76321	76428	107
5	SS-1204	38476	38890	414
6	SS-1205	4853	4996	143

2) Compute the gas charges which are RS 1.25/unit If the units consumed are less than 200, otherwise charges are RS 1.80/unit

	meter number	previous reading	current reading	unit consumed	gas charges
1					
2	SS-1201	69236	69429	193	241.25
3	SS-1202	14011	14638	627	1128.6
4	SS-1203	76321	76428	107	133.75
5	SS-1204	38476	38890	414	745.2
6	SS-1205	4853	4996	143	178.75

3) Compute the sales tax as 15% of gas charges.

	meter number	previous reading	current reading	unit consumed	gas charges	sales tax
2	SS-1201	69236	69429	193	241.25	36.1875
3	SS-1202	14011	14638	627	1128.6	169.29
4	SS-1203	76321	76428	107	133.75	20.0625
5	SS-1204	38476	38890	414	745.2	111.78
6	SS-1205	4853	4996	143	178.75	26.8125

4) Compute the amount due

	meter number	previous reading	current reading	unit consumed	gas charges	sales tax	Amount due
2	SS-1201	69236	69429	193	241.25	36.1875	277.4375
3	SS-1202	14011	14638	627	1128.6	169.29	1297.89
4	SS-1203	76321	76428	107	133.75	20.0625	153.8125
5	SS-1204	38476	38890	414	745.2	111.78	856.98
6	SS-1205	4853	4996	143	178.75	26.8125	205.5625

OBJECTIVE 4

Q: Using spreadsheet, create and print marks certificate according to the following instructions.

	Name	Maths	Computer Science	Physics	English	Urdu	Total	Percentage	Grade
1	Name	Maths	Computer Science	Physics	English	Urdu	Total	Percentage	Grade
2	Aslam	70	37	49	69	39			
3	Arif	86	73	53	61	82			
4	Mumtaz	63	50	63	33	55			
5	Kashif	52	46	67	52	68			
6	Amir	43	48	52	65	39			

1) Find the total marks of each student

	Name	Maths	Computer Science	Physics	English	Urdu	Total
1	Name	Maths	Computer Science	Physics	English	Urdu	Total
2	Aslam	70	37	49	69	39	264
3	Arif	86	73	53	61	82	355
4	Mumtaz	63	50	63	33	55	264
5	Kashif	52	46	67	52	68	285
6	Amir	43	48	52	65	39	247

2) Calculate the percentage of each student

	Name	Maths	Computer Science	Physics	English	Urdu	Total	Percentage
1	Name	Maths	Computer Science	Physics	English	Urdu	Total	Percentage
2	Aslam	70	37	49	69	39	264	52.8
3	Arif	86	73	53	61	82	355	71
4	Mumtaz	63	50	63	33	55	264	52.8
5	Kashif	52	46	67	52	68	285	57
6	Amir	43	48	52	65	39	247	49.4

3) Assign the Grade according to the following criteria:
   a) If Percentage is greater than or equal to 70, print A Grade.
   b) If Percentage is greater than or equal to 60, print B Grade.
   c) If Percentage is less than 60, print C Grade.

	I	J	K	L	M	N	O	P	Q
1	Name	Maths	Computer Science	Physics	English	Urdu	Total	Percentage	Grade
2	Aslam	70	37	49	69	39	264	52.8	C Grade
3	Arif	86	73	53	61	82	355	71	A Grade
4	Mumtaz	63	50	63	33	55	264	52.8	C Grade
5	Kashif	52	46	67	52	68	285	57	C Grade
6	Amir	43	48	52	65	39	247	49.4	C Grade

OBJECTIVE 5

Q: Create and print a spreadsheet with the following data & follow instructions.

Department	January	February	March	April	May	June
		Pakistan International Airlines				
		Expenditure in first Six Months (in Rs. million)				
Electrical	25356	5332	7536	5687	43673	5634
Maintenance	67535	43465	7547	3467	4356	452
Computer	4356	3461	3576	4536	25676	3456
Import	4543	3545	8325	6457	3463	3456
TOTAL						
Average						
Minimum						
Maximum						

a) Format the values as currency with 2 decimal places;

	Department	January	February	March	April	May	June
1			Pakistan International Airlines				
2			Expenditure in first Six Months (in Rs. million)				
3	Department	January	February	March	April	May	June
4	Electrical	PKR 25,356.00	PKR 5,332.00	PKR 7,536.00	PKR 5,687.00	PKR 43,673.00	PKR 5,634.00
5	Maintenance	PKR 67,535.00	PKR 43,465.00	PKR 7,547.00	PKR 3,467.00	PKR 4,356.00	PKR 452.00
6	Computer	PKR 4,356.00	PKR 3,461.00	PKR 3,576.00	PKR 4,536.00	PKR 25,676.00	PKR 3,456.00
7	Import	PKR 4,543.00	PKR 3,545.00	PKR 8,325.00	PKR 6,457.00	PKR 3,463.00	PKR 3,456.00
8	TOTAL	PKR 101,790.00	PKR 55,803.00	PKR 26,984.00	PKR 20,147.00	PKR 77,168.00	PKR 12,998.00

b) Find totals for six months.

Department	January	February	March	April	May	June
Pakistan International Airlines						
Expenditure in first Six Months (in Rs. million)						
Electrical	25356	5332	7536	5687	43673	5634
Maintenance	67535	43465	7547	3467	4356	452
Computer	4356	3461	3576	4536	25676	3456
Import	4543	3545	8325	6457	3463	3456
TOTAL	101790	55803	26984	20147	77168	12998

c) Find the Average, Maximum, and Minimum for the month of January

Department	January	February	March	April	May	June
Pakistan International Airlines						
Expenditure in first Six Months (in Rs. million)						
Electrical	25356	5332	7536	5687	43673	5634
Maintenance	67535	43465	7547	3467	4356	452
Computer	4356	3461	3576	4536	25676	3456
Import	4543	3545	8325	6457	3463	3456
TOTAL	101790	55803	26984	20147	77168	12998
Average	25447.5					
Minimum	4356					
Maximum	67535					