Fast**National University of Computer and Emerging Sciences, Karachi  
Fall-2021, FAST School of Computing  
Quiz**

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| **Course Code: CL1000** | **Course Name: Introduction to Information and Communication Technology** |
| **Instructor Name: Mr. Zain ul Abideen Kamboh** | |
| **Student Roll No:** | **Section: E** |

**Instructions:**

* Return the question paper. Don’t write anything on question paper, except your Roll # & Section.
* Read each question completely before answering it. There is 1 question and 1 page.
* In case of any ambiguity, you may make assumptions. But your assumptions should not contradict any statement in the question paper.
* All the answers must be solved according to the sequence given in the question paper.
* This paper is subjective. Write the answers only on answer sheet.

**Time**: 60 minutes. **Max Marks**: 30

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| **QUESTION # 03 (MS-Excel)** | **[*Marks: 20 / Time: 30 mins*]** |

Open the file "**Emp\_Data.xlsx**" and do the following:

1. Calculate the **Gross Salary** of each Employee based on following criteria:
   1. Basic Salary of each Permanent employee is $20,000 and Temporary employee is $5,000.
   2. Any employee who worked less than 21 days, his/her 2% of salary should be deducted based on each day.
   3. Any employee who worked exactly 21 days should be awarded an allowance of $1,000.
   4. Any employee who didn't take any day off in whole month, should be awarded an allowance of $3,000.

*Note: You may add a new column named "****Allowance****" to the left of* ***Gross Salary*** *if required.*

1. Create **PivotTable** for the given data and report the following:
   1. Find out collective Gross Salary given to both Genders separately.
   2. Find out collective Gross Salary with respect to Departments.
   3. Find out the total Gross Salary of HODs.
2. Create **PivotChart** to show the following representations graphically:
   1. Distribution of Gross Salary with respect to Employee Type. *[Hint: Pie Chart]*
   2. Highest Gross Salary taking Employee of each Department. *[Hint: Bar Chart]*