

Q:-1. Create a spreadsheet of a Marksheet using following fields

- ⇒ Rollno, Name, English, PCs, C, DBMS, CO, Maths, Practical
- ⇒ Total, Per, Result (Pass/Fail), Grade
- ⇒ Apply Formatting to the worksheet.
- ⇒ Condition to apply on grade

- (1) "A" Grade if Percentage ≥ 70
- (2) "B" Grade if Percentage ≥ 60 and < 70
- (3) "C" Grade if Percentage ≥ 50 and < 60
- (4) "D" Grade if Percentage < 50

- ⇒ Create a Chart of above given data.
- ⇒ Enter 5 to 7 records (Marks should be enter in out of 100)
 - (1) Calculate TOTAL marks using SUM function.
 - (2) Calculate PERCENTAGE using AVERAGE function.
 - (3) In RESULT column display "PASS" text in Blue color and "FAIL" text in Red color and display all < 35 marks in a Red color.

Q:- 2. Create an Excel spreadsheet ,which contains the information of EMPLOYEES of a private Ltd Co.

- ⇒ Fields : EMPNO , EMPNAME , SALARY, DA (%) , DA(Rs.) , TA (%) , TA (Rs.) , HRA(%) , HRA(Rs.) , PF(%) , PF(RS) , Final Salary.
- ⇒ All the Calculation should be performed using formula.
- ⇒ Apply appropriate format to the worksheet.
- ⇒ Give the main Heading to the Spreadsheet like "BrainSoft Infosys Pvt. Ltd."
- ⇒ Create a chart of above given data.

Q:- 3. Create a excel spreadsheet , which contains the records of four matches in following format. And save this sheet with "CRICKET.XLS" file name.

PlayerName , Match1, Match2, Match3, Total, Avg., Highest Run, Lowest Run, Performance.

- ⇒ Apply following action to the above given spreadsheet.
 - (1) Calculate Total and Average using Excel function.
 - (2) Write Comment on Sachin and Dravid cell. (Comment Text : 100's : 35, 50's : 56)
 - (3) Calculate total runs of individual match using Auto Sum facility.
 - (4) Create a Chart (Player V/S Run) of above given data.

Q:- 4. Create the spreadsheet of following format and save it with “PRODUCT.XLS”.

SalesmanName City Product Qty Com(%)

* Apply following options to the above given table.

- (1) Display record city wise using Filter as well as PivotTable option.
- (2) Display record city wise using Filter as well as PivotTable option.
- (3) Display Total Commission of a particular Salesman using PivotTable.
- (4) Create a PivotChart of above give data.
- (5) Practice Scenario option on above given data.

Q:-5. Create following worksheet in MS – Excel.

(Save this file : SHOP.XLS)

A	B	C	D	E	F	G
Item Name	Price / Item	Qty	Total Rs.	Discount(%)	Discount(Rs)	Final Pay

⇒ Calculate Discount(%) on Total Rs. according to following rules.

1. For Total Rs less than or equal to Rs. 200 – Discount 0 %.
2. For Total Rs > 200 & <= 400 Rs. – Discount 3% of Total Rs.
3. For Total Rs between 400 & 800 Rs. – Discount 5% of Total Rs.
4. For Total Rs more than or equal to 800 Rs. – Discount 10% of Total Rs.

⇒ Write formula to Calculate Discount(Rs) and Final Pay.

⇒ Apply appropriate format to the worksheet.

⇒ Give the main Heading to the Spreadsheet like

“Macro Shopping Place , Bhavnagar ”

⇒ Create a chart of above given data.

⇒ IF Final pay is more than 30,000 Rs. then display its font in Blue color.

Q:-6. Create the following mark sheet as given conditions & formatting.

Shree Pranav Bhuvan High School , Ahmedabad										
Rollno	Name	Win xp	Word xp	Excel XP	Total	Max	Min	Per	Result	Grade
1	Piter	27	15	28	?	?	?	?	?	?
2	Niraj	30	19	33	?	?	?	?	?	?
3	Krishana	45	46	47	?	?	?	?	?	?
4	Bansari	30	40	32	?	?	?	?	?	?
5	Ajay	22	30	25	?	?	?	?	?	?
	Average Marks of Subject.	?	?	?						

- Conditions: (1) The result should be determine under the follow Rules
- (A.) If mark of subject>20 then result="Pass" with blue color Otherwise "Fail" with Red color.
 - (B.) If perc between 21 & 25 then grade="D"
 - (C.) If perc between 26 & 30 then grade="C"
 - (D.) If perc between 31 & 35 then grade="B"
 - (E.) If perc between 36 & 50 then grade="A"
 - (F.) To display all <20 marks in Red color with double underline style.
 - (G.) To display Per(%) with two decimal places.
 - (H.) Display Min & Max value using function.
 - (I.) To apply attractive formatting to work sheet.

Q:-7 To a worksheet of create employee payroll as per given conditions & formatting.

Empcode	Empname	Basic	JOIN Date	hra	ta	Net salary	Grade
001	RAMESH	5000	12-Mar-85	?	?	?	?
002	PARESH	4500	15-Apr-87	?	?	?	?
003	BHAVES	7000	21-Jun-97	?	?	?	?
004	MAHESH	8000	18-Aug-98	?	?	?	?
005	KALPESH	4000	16-Oct-01	?	?	?	?

- Contiditons (1) hra=15%of basic,ta=10%ofbasic,net salary=basic+hra+ta
 Grade="D" if net salary between 4000 & 5000
 Grade="C" if net salary between 5000 & 6000 (Disp.in Red)
 Grade="B" if net salary between 6000 & 7000 (Disp. in Blue)
 Grade="A" if net salary more than 7001. (Display in Pink)

Q:-8.

-2. Prepare excel spreadsheet for calculate tax amount of employees given the following data (Enter at least 05 records): [15]

Emp. No	Employee Name	Gender	Basic Salary	DA	HRA	TA	EPF	Net Salary	Tax Paya

- i) Employee No, Employee Name, Gender & Basic Salary are to be entered.
- ii) Calculate remaining fields as per the following conditions:
 - DA is 61% of the Basic Salary.
 - HRA is 15% of the Basic Salary.
 - TA is 5% of the Basic Salary.
 - EPF is deduction & is 12% of the Basic Salary.
 - Net Salary is Total Salary – Deduction.
- iii) If the Gender of the employee is Male the following conditions apply for Tax Payable Calculation:
 - Upto Rs. 1 Lakh of Net Salary – No tax.
 - Net Salary >1 Lakh – 10% Tax
- iv) If the Gender of the employee is Female the following conditions apply for Tax Payable Calculation:
 - Upto Rs. 1.35 Lakh of Net Salary – No tax.
 - Net Salary >1.35 Lakh – 10% Tax
- v) If the Gender is Male & Net Salary >1 Lakh then display the Net Salary in red colour. If the Gender is Female & Net Salary >1.35 Lakhs then display the Net Salary in Blue Colour.

Q:-9. Create following spreadsheet and save it with PAYMENT.XLS.

Give appropriate Title						
ItemNo	ItemName	Qty	Price/Item	Total Amount (Rs)	Discount (Rs.)	Payment (Rs)

- Insert at least 10 records with effective formatting and give appropriate heading as above. (05 Marks)
- Calculate Total Amount and Payment using formula. (02 Marks)
- Calculate Discount using following conditions. (03 Marks)
 - If Total Amount is up to 2000 then no discount.
 - If total Amount is more than 2000 then 5% discount.
 - If total Amount is more than 5000 then 10% discount.
 - If total Amount is more than 10000 then 20% discount.
- If Payment is less than 1000 then it should be displayed in Red color. (01 Marks)
- If Payment is between 1000 and 5000 then it should be displayed in Green Color. (01 Marks)
- If Payment is more than 5000 then it should be displayed in Blue color. (01 Marks)
- Copy all the records in another work sheet which payment is greater than 5000 using advance filter. (02 Marks)

Q:-10 Create following worksheet in MS – Excel and save it with COMMISSION.XLS.

A	B	C	D	E	F
Sales Manager	Sales / Month (Rs.)	Salary (Rs)	Commission (Rs)	Gross Salary (Rs)	Qualified for Promosion
Haresh	80,000	7000			
Paresh	50,000	5000			
Mahesh	1,40,000	12000			
Ramesh	35,000	4000			
Kamlesh	2,00,000	15000			
Jayesh	65000	6000			

- * Calculate commission on sales/ month according to following rules.
 1. For sales less than Rs. 50,000 – No Commission.
 2. For sales between 50,000 & 1,00,000 Rs. – Commission 10% of Salary.
 3. For sales between 1,00,000 & 1,50,000 Rs. – Commission 12% of Salary.
 4. For sales more than 2,00,000 Rs. – Commission 15% of Salary.
- * Calculate gross salary.
- * If Gross Salary is greater than 15,000 than display “Yes” in Promotion column with font color Blue otherwise display “No” with font color Red.
- * Draw a chart in separate sheet.

Q:-11 Create a excel sheet in sheet1 for given data. Emp_no, name, Des_code (1,2,3,4) , salary assign salary base on des_code.

If des_code = 1	salary	3000
des_code = 2	salary	5000
des_code = 3	salary	7000
des_code = 4	salary	8000

And transfer the name and salary of employee in sheet2 whose name is started with letter ‘A’

Q:-12 Create following spreadsheet in Excel.

	A	B	C	D	E	F
1	Item_code	Sales_Qty	Price	Amount	Commission	Remak
2	100	20	10.50			
3	200	30	12.80			
4	300	80	23.80			
5	400	90	50.00			
6	500	100	30.50			

- Amount Will be Calculated base on Sales Qty * Price
- Commission will be calculated base on give condition
- Amount < 500 commission is 2 % of Amount
- Amount >= 500 and Amount < 1500 commission is 3% of Amount
- Amount >= 1500 commission is 5% of Amount
- Remarks will be calculated base on given condition.
- Amount < 500 Remark is POOR.
- Amount >= 500 and Amount < 1500 Remark is Good.
- Amount >= 1500 Remark is Excellent.



Q:-13 . Create following spreadsheet and save it with STAFF.XLS

	A	B	C	D	E	F	G
1	Faculty	Designation	No of	No of	Payment	Payment	Total
2	Name		Practical	Theory	(Pract.)	(Theory)	
3							
4	AAA	PROFESSOR					
5	BBB	LECTURER					
6	CCC	READER					
7	DDD	LECTURER					
8	EEE	LECTURER					
9	FFF	READER					
10	GGG	LECTURER					
11							
		TOTAL					

Practical Rate for PROFESSOR is Rs. 100.00/- Per Practical.

Practical Rate for READER is Rs. 80.00/- Per Practical.

Practical Rate for LECTURER is Rs. 60.00/- Per Practical.

Theory Rate for PROFESSOR Or READER is Rs. 200.00/- Per theory.

Theory Rate for LECTURER is Rs. 150.00/- theory.

Make the total with the use of sum function for totals.

Draw bar chart for faculty name vs. no of practical as well as no of theory.