Excel practical 2

1. A worksheet contains Name and Basic salary of 5 employees from cells A2 to B6. The first row contains the headings (NAME & BASIC SALARY). Calculate DA, HRA, PF and NS. DA is 50% of basic salary. HRA is 15% of basic salary. PF is 8.33% of basic salary. Also find Minimum, Maximum, and Average of all the numeric columns.

	A	B	C	D	E	F	G
1	NAME	BASIC SALARY	DA	HRA	PF	GS	NS
2	AJAY	5600					
3	PAWAN	8500					
4	NITIN	9300					
5	PRAKASH	4700					
6	PANKAJ	8500					
7	MINIMUM						
8	MAXIMUM						
9	AVG						

2. A worksheet contains Name and Basic salary of 5 employees from cells A1 to B6. The first row contains the headings. Calculate DA, HRA, PF, GS and NS. DA is 50% of basic salary or Rs 2,500 whichever is less. HRA is 15% of basic salary subject to maximum of Rs 650. PF is 8.33% of basic salary. All your calculations must 2 digits after the decimal point.

	A	B	C	D	E	F	G
1	NAME	BASIC SALARY	DA	HRA	PF	GS	NS
2	AJAY	5600					
3	PAWAN	8500					
4	NITIN	9300					
5	PRAKASH	4700					
6	PANKAJ	8500					

3. A worksheet contains Roll number, Name and marks of 2 subjects of 5 students from cells A1 to D6. The first row contains the headings. Calculate Total marks, Average and Percentage. Percentage should be rounded to 2 places of decimals.

	A	B	C	D	E	F	G
1	RNO	NAME	SUB1	SUB2	TOTAL	AVG	PER
2	1	AJAY					
3	2	PAWAN					
4	3	NITIN					
5	4	PRAKASH					
6	5	PANKAJ					

4. **Calculate simple interest :**
   Formula: I=PRN/100

	A	B	C	D	E
1	Name	Amount	Rate	S. Int for 1 Year	S. Int for 2 year
2	Kishore	50000	9.5		
3	Ajay	40000	9		
4	Nitin	25000	9.05		
5	Pankaj	20000	8.75		
6	Amit	17500	9.1		

Excel practical 2

5. Employee table

	A	B	C	D
1	DEPARTMENT	ECODE	ENAME	SALARY
2	HINDI	CD-01	AJAY	4200
3	MATHS-STATS	CD-02	NITIN	5000
4	PHILOSOPHY	CD-03	PRAKASH	6500
5	MATHS-STATS	CD-04	PANKAJ	7400
6	PHILOSPHY	CD-05	SHWETA	8500
7	HINDI	CD-06	PRATEEK	2500
8	PHILOSOPHY	CD-07	PAWAN	4500
9	MATHS-STATS	CD-08	MANISH	4000
10	HINDI	CD-09	NIMESH	9000
11	MATHS-STATS	CD-10	MEENA	7000
12	HINDI	CD-11	URMILA	3600
13	PHILOSOPHY	CD-12	GEETA	7400
14				

Q1. Solve following questions (SORT & SUBTOTAL).

SORT
1. Sort data given in above table, in ascending order of Name.
2. Sort data given in above table, in ascending order of Department.

SUBTOTAL
3. Find out department wise subtotal of salary.
4. Remove subtotal.