

Q SET 1

1. The following data has been entered in a worksheet.

	A	B	C	D	E	F	G
1	NAME	IT	TAX	MHRM	ECO	TOTAL	AVERAGE
2	KIRTI	86	80	65	61		
3	RIDHI	82	78	71	58		
4	ADITYA	94	89	76	72		
5	GAURAV	76	70	64	55		
6	MITALI	79	67	59	60		
7	HIGHEST						

Write the steps to obtain

- TOTAL marks in column F
- AVERAGE marks as average of best three in column G
- HIGHEST marks subject wise in cells B7, C7, D7, and E7 respectively.

2. The following data has been entered in a worksheet.

	A	B	C	D	E	F
1	NAME	BASIC	HRA	DA	PF	NET PAY
2	ADIL	40000				
3	DARSHA	25000				
4	HAFIZA	60000				
5	KAJOL	75000				
6	SACHIN	34000				

Write the steps to obtain

- HRA as 45% for the basic or 18,000 whichever is less in column C.
- DA as 130% of the basic or 20,000 whichever is more in column D.
- PF as 12% of the basic in column E.
- NET PAY as BASIC+DA+HRA-PF in column F.

3. Consider the following worksheet showing the Sales of 4 persons.

	A	B	C	D	E	F
1	Name	Sales	Tax	Discount	Net Amount	Profit
2	Anita	50000				
3	Sachin	40000				
4	Sunil	35000				
5	Nirmal	70000				

Write steps to find for all the salesman

- Tax as 12.36% of the Sales in Column C.
- Discount as 6.5% of the Sales in Column D.
- Net Amount as Sales + Tax – Discount in Column E.
- Profit as 8.5% of the Net Amount in Column F.

4. Consider the following worksheet showing the cost of machinery, rate of depreciation and its life in years. Using reducing balance method, explain the procedure to display year wise depreciation and W.D.V. till the life of the machinery.

	A	B	C	D	E	F
1	Cost	Rate	Life in Years	Year	Depreciation	W.D.V.
2	900000	9.50%	5	1		
3				2		
4				3		

5				4		
6				5		

5. The following data has been entered in a worksheet.

	A	B	C	D	E	F
1	Name	Basic	Hra	Da	Total	Tax
2	Gopal	30000				
3	Somdev	20000				
4	Rehman	22100				
5	Oscar	25000				

Write the steps to obtain

- Hra as 25% of the Basic or 10,000 whichever is less in column C.
- Da as 110% of the Basic rounded to the nearest integer in column D.
- Total as Basic + Da + Hra in column E.
- Tax as 33.3% of Total in column F.

6. Given the worksheet

	A	B	C	D
1	Amount		Simple Int.	Compound Int.
2	2,00,000			
3	5,00,000			
4	1,00,000			
5	9,00,000			
6	7,00,000			
7	No. of Yrs.	3		
8	Rate	9%		

Write the steps to obtain the simple interest and compound interest in column C and D.

Q SET 2

Q1. Consider the following worksheet.

	A	B	C	D	E
1	Name	Days Worked	Type	Wages	
2	MONA	20	SKILLED		
3	HITEN	15	UNSKILLED		
4	PETER	23	SEMI-SKILLED		
5	FATIMA	19	SKILLED		
6	KIRAN	21	UNSKILLED		

Write the steps to compute the wages in Column D given that the rate per day is Rs. 200, Rs. 400 and Rs. 600 for Unskilled, Semi-Skilled and Skilled workers respectively.

Q2. The following table shows Roll no, Name and Total marks scored by those who have passed in an exam.

	A	B	C	D	E
1	Roll No.	Name	Total Marks/600	Grade	
2	1	Archana	437		
3	2	Deepak	388		
4	3	Kinjal	344		

5	4	Piyush	322		
6	5	Pritam	472		

Write steps to assign grade in column D using the following policy:

Total Marks	Grade
Less than 300	C
300 or more but less than 420	B
420 or more	A

Q3. Answer the following with reference to spreadsheets:

A spreadsheet contains Roll no and marks out of 100 in 4 subjects entered in columns A, B, C, D, E respectively in first 51 rows. The first row contains headings and subsequent rows contain data. Write the steps to find average and grade in column F and G respectively where grade is to be assigned as follows :

Average	Grade
75 or more	A
60 or more and below 75	B
45 or more and below 60	C
Below 45	Fail

Q4. Answer the following using spreadsheet :

A spreadsheet contains Name and Marks in three subjects in row 1 to 35 in column A to D. The first row contains the headings and the remaining rows contain the data. Write the steps to calculate the Average marks in Column E and the result (Pass or Fail) in column F, where a student is declared 'Pass' if he gets 45 or more in each subject and the average of marks is 50 or more, otherwise result is 'Fail'.

Q5. Answer the following using spreadsheet : The names and Taxable incomes of 50 persons have been entered in columns A and B. The first row contains headings and the remaining rows contain data. Write the steps to obtain the Income Tax in column C where Income Tax is calculated as follows

Taxable Income	Income Tax
First 60,000	5%
Next 1,40,000	10%
Next 2,00,000	20%
Excess	30%

Q6. Answer the following using spreadsheet :

Consider the following worksheet showing the Sales of 4 persons

	A	B	C	D	E
1	Name	Sales	Commission	Additional Commission	Total
2	XYZ	45000			
3	PQR	68000			
4	ABC	34500			
5	LMN	58000			

Write the steps to compute the followings :

- a) Commission as 5% of sales for sales up to 25,000, 10% on the sales for sales above 25,000 and up to 40,000 and 20% on the sales for sales above 40,000
- b) Additional Commission as 10% for sales above 65,000 whenever the sales are above 65,000 otherwise Additional Commission is zero.
- c) Total as the sum of Commission and Additional Commission.

Q7. Answer the following using spreadsheet : In a worksheet, Names are entered in column A and corresponding Basic Pay is entered in column B for 30 persons, the first row contains the heading and the rest of the rows contain data. Write the steps to obtain in column C, D and E the HRA, DA and Total Pay where HRA is @ 20% of Basic pay or Rs. 5000 whichever is less, and DA is 25% of Basic pay whenever basic pay is less than 5000 otherwise it is 40% of basic pay. Total Pay = Basic pay + Hra + Da.

Q8. Answer the following using spreadsheet : Salesperson's name and total sales have been entered in column A and B respectively for 50 salesmen. First row contains headings and next 50 rows contain the data. Write steps to compute Commission and Incentive to be paid to salespersons in columns C and D respectively using the following policy.
Commission is 2% of sales up to Rs. 1,00,000 and 3% on the balance sales.
Incentive is 0.5% of sales above Rs. 3,50,000 only when sales exceeds Rs. 3,50,000 otherwise it is Nil.

Q9. Consider the following worksheet.

	A	B	C	D	E	F
1	Name	Gender	Dept	Salary	Bonus	Allowance
2	JATIN	M	HR	19000		
3	MUKESH	M	PURCHASE	14500		
4	DEEPIKA	F	SALES	28000		
5	ATUL	M	COMPUTER	34000		
6	JYOTI	F	HR	23000		
7	AMAR	M	PURCHASE	30000		
8	KOMAL	F	PURCHASE	15000		

Write steps to perform the following:

- i) To compute Bonus @ 40% of the Salary up to Rs. 20,000 otherwise @ 50% of the salary in Column E.
- ii) To find the Allowance @ 15% of the Salary for Salary above Rs. 25,000 otherwise @ 10% of the Salary in Column F.
- iii) To find the average of salary of only the PURCHASE department in cell C10.

10. Consider the following worksheet.

	A	B	C	D	E	F	G	H
1	Emp. no	Name	Salary	Grade	Bonus	Salary	Grade	Bonus
2	20110	JATIN	19000			0	D	3000
3	20111	MUKESH	9500			10000	C	5000
4	20112	DEEPIKA	12000			15000	B	8000

5	20113	ATUL	14000			25000	A	12000
6	20114	JYOTI	23000					
7	20115	AMAR	30000					
8	20116	KOMAL	15000					

Write steps to compute Grade and Bonus in Column D and E respectively using VLOOKUP function. Policy table to be referred for finding Grade and Bonus is given in the range F2:H5