1. **Construct the Excel layout given below in your Excel Worksheet and fill records of 10 students.**
   (fill data in Columns A, B, C, D, F, G, I, J, L and M)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	R. No.	Name	ANNUAL ENG TH (80)	ANNUAL ENG PR (20)	ANNUAL ENG TOTAL(100)	ANNUAL PHY TH (70)	ANNUAL PHY PR (30)	ANNUAL PHY TOTAL(100)	ANNUAL CHE TH (70)	ANNUAL CHE PR (30)	ANNUAL CHE TOTAL(100)	ANNUAL MATH TH (80)	ANNUAL MATH PR (20)	ANNUAL MATH TOTAL(100)	TOTAL MARKS	PERCENTAGE	RESULT
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13		Student Count (Score more than 90 %)											AVERAGE				
14																	

2. **Do the Followings:**

   i.   All the column name or label should be vertical aligned. Make sure that column name font face should be **'Times New Roman'**, font size is **'12'** and make them **'Bold'**.

3. Apply All border on range **A1:Q11** and fill background of columns with different colors as shown in above excel sheet layout (**You can choose colors according to your choice**).

4. Calculate Annual English total by adding theory and practical. in the same manner calculate annual total for physics, chemistry, and mathematics.

5. Calculate total marks by adding English, physics, chemistry and mathematics marks out of 100.

6. Calculate Percentage. **[(Marks obtained*100) / Maximum Marks]**

7. Calculate Result. (if percentage is greater than equals to **33** then result is **'pass'** otherwise **'fail'**)

8. Calculate Average Percentage of student in front of Average label.

9. Find out how many students score more than **90 %** in front of appropriate label.

10. Create a bar chart that plot graph for student wise percentage.

11. Save excel sheet as **'with your name class & sec'** and send email id given below.

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2. **Construct the Excel layout given below in your Excel Worksheet and fill records of 10 employees. Use formatting as displayed in the below report; columns must be widened as needed; cell wrapping must be used for the column headings.**
(fill data in Columns A, B, C, D and G)

	A	B	C	D	E	F	G	H	I	J	K
1-2	PRINCE PAYROLL MANAGEMENT										
3	EMPLOYEE NAME	DEPARTMENT NAME	GENDER	REGULAR PAY	HRA	DAILY ALLOWANCE	OVERTIME PAY	GROSS PAY	TAX (10 %)	STAFF FUND	NET PAY
4	Peter	Sales			10% of regular pay	5% of regular pay		Gross pay to be calculated by adding D+E+F+G	calculate tax payed (10% of gross pay)	calculate staff fund which is 50 rupees for females and 60 for male staff	calculate pay in hand which is gross pay -(tax+staff fund)
5	SAM	Marketing									
6	Crystal	Production									
7	John Carry	CIS									
8	Archer	CIS									
9	Steave smith	Marketing									
10	D Warner	Sales									
11	J Holder	Payroll									
12	D Bravo	Payroll									
13	Tom Curran	Production									
14										Average salary	????
15	Total no of female staff	???									
16	Total no of male staff	????									

3. **Do the following calculations:**

   i. Column E as **'HRA'**:   10% of regular pay.
   ii. Column F as **'DAILY ALLOWANCE'**:   5% of regular pay.
   iii. Column H as **'GROSS PAY'**:   Gross pay to be calculated by adding D+E+F+G.
   iv. Column I as **'TAX'**: calculate tax payed (10% of gross pay).
   v. Column J as **'STAFF FUND'**: calculate staff fund which is 50 rupees for females and 60 for male staff.
   vi. Column K as **'NET PAY'**: calculate pay in hand which is gross pay -(tax + staff fund).
   vii. Column K14: Calculate Average salary in K14.
   viii. Column B15 and B16: Total no of female staff and male staff respectively.
4. Create Employee wise net pay salary bar chart for the comparisons.
5. Save excel sheet as **'with your name class & sec'** and send email id given below.