SHOBHA
COMPUTER INSTITUTE
Perfect In Computer Training

An ISO 9001:2015 Certified

Basic
EXCEL

INDEX

Shobha Computer Institute

1.MARKSHEET

➢	Sr.no	1,2,3,4…….
➢	Name	
➢	Sub Name	Marathi,Hindi,English,Maths,Science,History
➢	Total	=Sum(Select All Sub…..Mark) Enter
➢	Average	=Average(Select All Sub….Mark)Enter
➢	Percentage	=select Total / No.of Subject
➢	Min	=Min(Select All Sub….Mark)Enter
➢	Max	=Max(Select All Sub….Mark)Enter
➢	Lower	=Lower(select Name)
➢	Upper	=Upper(select Name)
➢	Proper	=Proper(select Name)
➢	Len	=Len(select Name)
➢	Count	=Count(Select All Sub….Mark)Enter
➢	Result	=If(Select Min<35,"Pass","Fail")Enter
➢	Grade	=If(Select Average **OR** Select Percentage > 75,"A", If (Select Average **OR** Select Percentage > 65,"B", If (Select Average **OR** Select Percentage > 55,"C", If (Select Average **OR** Select Percentage > 35,"D"))))

Assignment 1.1

- Create Following Marksheet By Using Above Formulas.

SR.NO	NAME	MARATHI	HINDI	ENGLISH	MATHS	HISTORY	SCIENCE	TOTAL	AVERAGE	PERCENTAGE	MIN	MAX	UPPER	LOWER	PROPER	LEN	COUNT	RESULT	GRADE
1	Aryan	58	71	51	49	71	35	335	55.8	55.8	35	71	ARYAN	aryan	Aryan	5	6	Pass	C
2	Neha	53	61	46	94	67	42	363	60.5	60.5	42	94	NEHA	neha	Neha	4	6	Pass	C
3	Rohan	30	96	50	84	78	42	380	63.3	63.3	30	96	ROHAN	rohan	Rohan	5	6	Fail	C
4	Priya	79	53	42	69	90	44	377	62.8	62.8	42	90	PRIYA	priya	Priya	5	6	Pass	C
5	Kunal	87	81	68	43	45	64	388	64.7	64.7	43	87	KUNAL	kunal	Kunal	5	6	Pass	C
6	Ananya	40	61	89	33	62	45	330	55	55	33	89	ANANYA	ananya	Ananya	6	6	Fail	D
7	Aditya	87	82	86	66	52	58	431	71.8	71.8	52	87	ADITYA	aditya	Aditya	6	6	Pass	B
8	Sneha	36	58	87	36	48	60	325	54.2	54.2	36	87	SNEHA	sneha	Sneha	5	6	Pass	D
9	Rajesh	36	44	34	46	48	80	288	48.0	48.0	34	80	RAJESH	rajesh	Rajesh	6	6	Fail	D
10	Tanya	95	45	52	61	50	78	381	63.5	63.5	45	95	TANYA	tanya	Tanya	5	6	Pass	C

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2.SALARYSHEET

➢ Sr.no	1,2,3,4…….
➢ Name	
➢ Basic salary	
➢ Total Days	
➢ Present Days	
➢ Absent Days	= (Select Total Days – Present Days) Enter
➢ Salary Per Day	= (Select Total Salary / Total Days) Enter
➢ Total Salary	= (Salary Per Day * Present Days) Enter
➢ Dearness Allowance (D.A)	= (Select Total Salary * 3%) Enter
➢ House Rent Allowance (H.R.A)	= (Select Total Salary * 6%) Enter
➢ Travelling Allowance (T.A)	= (Select Total Salary * 5%) Enter
➢ Provident Fund	= (Select Total Salary * 1.2%) Enter
➢ Professional Tax	= (Select Total Salary * 3.5%) Enter
➢ Gross Salary	= (Select Total Salary + D.A+ H.R.A+D.A) Enter
➢ Net Salary	= (Select Gross Salary – P.F- P.T) Enter

Assignment 2.1

- Create Following Salarysheet By Using Above Formulas.

SR.NO	NAME	BASIC SALARY	TOTAL DAYS	PRESENT DAYS	ABSENT DAYS	SALARY PER DAY	TOTAL SALARY	D.A	H.R.A	T.A	P.F.	P.T.	GROSS SALARY	NET SALARY
1	Riya	25000	30	23	7	833.3	19166.66667	575	1150	958.33	230	671	21850	20949.17
2	Aarav	30000	30	20	10	1000	20000	600	1200	1000	240	700	22800	21860
3	Sneha	20000	30	28	2	666.7	18666.66667	560	1120	933.33	224	653	21280	20402.67
4	Rohan	15000	30	25	5	500	12500	375	750	625	150	438	14250	13662.5
5	Nisha	18000	30	21	9	600	12600	378	756	630	151	441	14364	13771.8
6	Kunal	12000	30	24	6	400	9600	288	576	480	115	336	10944	10492.8
7	Meera	26000	30	24	6	866.7	20800	624	1248	1040	250	728	23712	22734.4
8	Vikram	10000	30	22	8	333.3	7333.333333	220	440	366.67	88	257	8360	8015.33
9	Anika	11500	30	22	8	383.3	8433.333333	253	506	421.67	101	295	9614	9217.63
10	Siddharth	25000	30	22	8	833.3	18333.33333	550	1100	916.67	220	642	20900	20038.33

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5.CONDITIONAL FORMATTING

Definition:

The Option Which Makes It Easy To Highlight Certain Values Or Make Particular Cells Easy To Identify.

(Go To The **Home Tab** > Click On **Styles Group**> Select **Conditional Formatting**)

Values Based On The Conditional Formatting:

With **Values Based** Conditional Formattings, Cells In The Range Are Examined & Their Shading & Colouring Is Based On Whether They Meet The Conditions Of The Rule, This Type Of Formatting Allows You See whether Values In a Range Are **Greater Than** a Certain Value,**Less Than** a Certain Value, **Equal** To a Certain Value,Or Fall **Between Ranges**. You Can Also Display The **Top 10, Bottom Ten, Top 10%,Bottom 10% & Above & Below Averages** With This Type Of Formatting.

Sr. No.	Student Name	English	Math	Science	History	Total	Percentage
1	Rohan Sharma	78	85	82	74	319	79.75
2	Meera Kulkarni	88	79	91	80	338	84.5
3	Aakash Patil	67	72	75	70	284	71
4	Sneha Deshmukh	90	92	89	85	356	89
5	Raj Verma	70	68	74	69	281	70.25
6	Priya Joshi	85	80	78	83	326	81.5
7	Aditya Mehta	76	74	70	68	288	72
8	Neha Chavan	91	89	94	88	362	90.5
9	Karan Bhosale	65	70	66	72	273	68.25
10	Anjali Khedekar	80	83	85	79	327	81.75

◆ **Conditional Formatting Assignments**

1. **Highlight Top Performers**
   Apply conditional formatting to the **Percentage** column to highlight students who scored **more than 85%** in **Green Fill with Dark Green Text**.

2. **Identify Low Scorers**
   Highlight the rows where **Percentage is less than 70%** using **Red Fill with White Text**.

3. **Subject-wise Excellence**
   Apply conditional formatting to highlight cells in **Math** and **Science** columns where the score is **greater than or equal to 90**.

4. **Top 3 Students**
   Use conditional formatting to **highlight the top 3 students** in terms of **Total Marks**.

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