SWASTICK YOUTH COMPUTER TRAINING CENTRE

(A Government of West Bengal Initative Under the Directorate of Youth Services)

Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S), Block-Patharpratima, Pin-743349, Contact No. 9733600064

DFAS-S2

LESSON -1

1. **Open Microsoft Office Excel 2007.**

2. **Type the following Table in Sheet1 (Starting from "A1" Cell)**

NAME	CITY	PIN
ASHOK CHOWDHURY	SERAMPUR	712203
TAPASH DAS GUPTA	KOLKATA	700053
DIPEN MONDAL	BARRACKPORE	712325
NIRUPAM ROY CHOWDHURY	SHYAMNAGAR	712564

3. **AUTOFIT all Content on the Cell.**

4. **MOVE all Content from (A1:C5) to (A3:C7) by "CLICK & DRAG"**

5. **Display the PREVIEW of content**

6. **Create New HEADER & FOOTER as follows:**

    HEADER: - "EXCEL COMPUTER CENTRE"
    (Font: Times New Roman, Size: 16, Style: Bold)
    FOOTER: - Page No, Date & Time

7. **Display the PREVIEW of content**

8. **Write the Heading "COMPUTER TRAINING INSTITUTE" in "A1" Cell**

9. **Write the Heading "DFAS – S2" in "A2" Cell**

10. **Copy all Content from Sheet1 to Sheet2**

11. **Change the Name of "Sheet1" as "FACULTY LIST"**

12. **Save the Workbook with your First Name.**

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LESSON -2

1. **Fill the cells with the following (in Sheet1): -**

   a) **Write the Value 100 in "A1" cell**

      i) **Fill 10 cells horizontally from "A1" cell with step value as 5.**

      ii) **Fill 10 cells vertically from "A1" cell with step value as 10.**

      iii) **Fill a series from 600 to 200 as decrement value 50**

   b) **Write Monday in "C3" cell and Fill the cell vertically up to Sunday.**

   c) **Write a date 05/14/07 in "E3" cell and Fill it vertically up to 05/14/14 by changing the year by one-step each.**

2. **Create the following Calendar format in Sheet2 (Using Fill Series options): -**

MAY 2007						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3. **Create the following format in Sheet3 (MONITOR FOR 4 METRO CITY): -**

CITY	LG	BPL	SONY	HCL
KOLKATA	4500	8536	8900	5500
MUMBAI	6600	7000	7480	8500
CHENNAI	6320	3900	3985	5400
DELHI	5895	6522	7850	5400

TOTAL
AVERAGE

4. **Calculate TOTAL & AVERAGE.**

5. **Make two column with the name "TOTAL"& "AVERAGE"**

6. **Calculate TOTAL & AVERAGE.**

7. **Make all Row's Height as 20**

8. **Make CITY'S Column Width as 15**

LESSON - 3

1.   Create the following table (Using Macro):-

NAME	BASIC	DBASE	LOTUS	TOTAL	AVG	REMARK
KABIR	45	39	39			
AMAN	77	88	39			
ASHIM	77	80	49			
BIMAN	65	25	40			
PRADIP	85	80	79			
DIPAK	65	80	75			

2.   Calculate the TOTAL & AVERAGE Column.

3.   Stop Macro, Run Macros in Sheet2.

Do the following in Sheet1.

4.   Calculate the MINIMUM & MAXIMUM Value of each subject.

5.   Create a **COLUMN CHART** (NAME, BASIC, DBASE, & LOTUS).

6.   Create a **PIE CHART** OF KABIR'S record (NAME, BASIC, DBASE, & LOTUS).

7.   Display the Remarks "PASS" in "REMARK" Column, when the students get 50% or more marks, otherwise display "FAIL".

8.   Sort the Table for "NAME" field in Ascending Order.

9.   Again Sort in Descending order on "BASIC" field as Primary key

      and "NAME" field as Secondary key.

10.   Apply the Auditing Arrow:-

      a)   Show the precedents arrow for TOTAL Column (Every Record)
      b)   Remove all Arrows
      c)   Now show the dependents arrow for BASIC Column (AMAN'S Record)
      d)   Remove all Arrows

11.   Protect the Current Sheet (With one Password)

12.   Write any Content and Check the Sheet as Protected.

13.   Unprotect the Current Sheet.

14.   Insert a new Worksheet.

15.   Protect the Current Sheet (With one Password)

16.   Write any Content and Check the Sheet as Protected.

LESSON - 4

1. Create the following format and apply the following formula:-

Code	NAME	DEPT	BASIC	DA	HRA	TA	MA	GROSS	EPF	NET
1	ANURAG	ACCT	6000							
2	SOUMYA	SALES	5500							
3	SUNIL	ACCT	3700							
4	SUJIT	ACCT	6250							
5	DIPAK	SALES	5750							

2. Calculate the formulas are as follows: -

a) DA = 10% OF BASIC [When BASIC < 4000]
          15% OF BASIC [When BASIC < 5000]
          20% OF BASIC [When BASIC < 6000]
          25% OF BASIC [When BASIC >= 6000]

b) HRA = 18% OF (BASIC + DA),   TA = 5% OF BASIC

c) MA = 3.60% OF (BASIC+DA),

d) GROSS = BASIC + DA + HRA + TA

e) EPF = 8.33% OF BASIC

f) NET = GROSS - EPF

3. Insert a new Column before "DEPT" Column & Write the following data: -
    DESIGNATION
    MANAGER
    OFFICER
    CLERK
    MANAGER
    OFFICER

4.   **Copy all content in Sheet2.**

5.   **Calculate Sub-Total in each DEPT.**

6.   **Calculate the Summation of NET Column for all "MANAGER" in any Cell.**

7.   **Count the Employees Whose Net Pay more than 10000 at D10**

8.   **Count how many Employees in ACCT Dept.**

9.   **COUNT the Number of OFFICER from the Table in any cell.**

10.   **Make all Numeric Values in two Decimal Places & AutoFit all Contents.**

11.   **Make the Header Row's Height as 30**

12.   **Place all contents of Header Row in Vertical Center.**

13.   **Freeze the First Heading Row and Two Columns and check.**

14.   **Set an Image for set the Background of Current Sheet.**

LESSON - 5

1) **Create the following format (Sheet1): -**

ITEM	JAN	FEB	MAR	TOTAL
PONDS	938	666	500	
IVANA	600	125	700	
EL-PASSO	535	450	350	

2) **Calculate the "TOTAL" column.**

3) **Goal Seek on above table to get the target value as 5000 for "TOTAL" field by changing the "FEB" field against PONDS item.**

4) **Create new Comment on PONDS Cell ("It is a largest Company").**

5) **View / Show the Comment on Sheet.**

6) **Hide the Comment from Sheet.**

7) **Write the Content in Sheet2.**

CITY	TV	VCR	COMPUTER
KOLKATA	4500	8516	8900
DELHI	6600	7200	7450
CHENNAI	6320	3900	3985
MUMBAI	5895	6522	7850

8) **Copy all Content in Sheet3.**

9) **Perform AUTOFILTER with the Criteria given below: - (Sheet 2)**

    Condition: - Value of TV should be   >5000 and < 6000

10) **Perform AUTOFILTER with the Criteria given below: - (Sheet 2)**

    Condition: - Value of COMPUTER> 7000 and CITY starting with "K"

11) **Perform ADVANCE FILTER with the Criteria given below: - (Sheet 3)**

    Condition: - Value of VCR should be   >6000 and < 8000

12) **Perform ADVANCE FILTER with the Criteria given below: - (Sheet 3)**

    Condition: - Value of COMPUTER >8000 and VCR > 8000

13) **Perform ADVANCE FILTER with the Criteria given below: - (Sheet 3)**

    Condition: - Value of VCR > 7000 CITY starting with "D"

LESSON - 6

1. **Type the following Mark Sheet.**

COMPUTER TRAINING INSTITUTE												
SWASTICK YOUTH COMPUTER TRAINING CENTRE												
Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S),												
NAME : COURSE:												
SUBJECT	MS-WORD			TALLY			MS-EXCEL			FACT			
	PRACTICAL	THEORY	TOTAL	PRACTICAL	THEORY	TOTAL	PRACTICAL	THEORY	TOTAL	PRACTICAL	THEORY	TOTAL	GRAND TOTAL
TOTAL	50	50		50	50		50	50		50	50		
OBTAINED	34	43		40	45		35	49		45	50		

2. **Calculate TOTAL, OBTAINED for each subject.**

3. **Calculate GRAND TOTAL.**

4. **Insert a Picture from Clipart Gallery on your document. (in Sheet2).**