

M.S OFFICE EXCEL 2010

Microsoft Excel is a part of M.S Office. It is used for solving any type of calculations, create any list, documents, tables and many more. It is an electronic worksheet. Excel worksheet is divided by many rows and columns. Rows are indicated by 1,2,3,4,5..... and columns are indicated by A,B,C,D,E,F,..... Excel have 1048576 rows and 16384 columns are present. Excel have multi worksheets like sheet1, sheet2, sheet3 etc. Excel have a name box and a formula box. Name box is used to display cell numbers and formula box is used to display or edit formulas.

Excel extension part is .XLS

1) How to open Microsoft Excel 2010 ?

>> Click on start button ----> programme ----> Microsoft Office ----> M.S office excel 2010.

2) How to apply copy and paste any text in excel?

>> Type a text in any cell ----> select the text ----> press ctrl+c ----> select your cell which you want to paste ----> press ctrl+v

3) Type a text in first cell and copy it to last cell?

>> Type a text in first cell ----> select the text ----> copy ----> click on name box ----> type the last cell number[XFD1048576] then press enter key ----> paste ----> Esc.

4) Fill sunday to saturday and january to december by drag process in excel?

>> Type sunday text in any cell ----> select it ----> drag the Sunday text upto Saturday cell by dragging cursor.

****Apply same process for fill January to December

5) How to create your own custom list?

>> Click on file tab ----> option ----> Advance- ----> edit custom list ----> add ----> type your friends name with comma(,) sign ----> ok ----> ok ----> type your any friend name in any cell ----> select the cell ----> drag it up to last friend name.

6) Change your excel sheet rows and columns size individually?

>> For Row:- Select your row which you want to change ----> Go to home tab ----> format ----> click on row height option (by default the row height is 15) then change the size which you want.

For column:- Select your Column which you want to change ----> Go to home tab ----> format ----> click on column width option (by default is 8.43) then change the size which you want.

7) How to insert a new worksheet in excel document?

>> Click on insert worksheet option or press shift+F11 button.



8) How to rename your worksheet?

>> Write click on worksheet ----> rename ----> type your new name ----> press enter key.

9) Apply freeze and unfreeze panes option on your table?

>> Place your cursor at first cell(A1) on your table ----> go to view tab ----> freeze panes ----> select top row or select first column option.

For unfreeze panes :- Click on first cell ----> again go to view tab ----> freeze panes ----> click on unfreeze panes option.

10) Apply hyperlink feature in excel?

>> At first write your name in any cell ----> select the cell ----> right click on the cell ----> hyperlink ----> browse your computer and select any file, picture, documents or any drive ----> ok ----> go to your page ----> click on your hyperlink cell for open hyperlinked item.

For removing hyperlink :-

Right click on hyperlink cell ----> hyperlink ----> remove link.

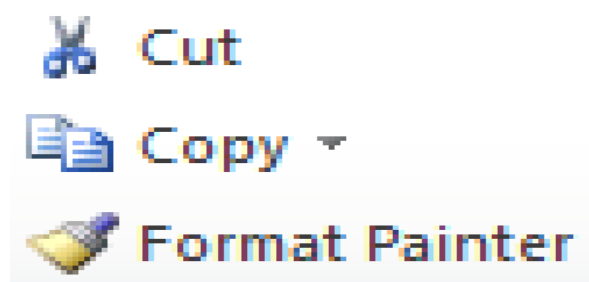
11) How to use Data Validation features in excel?

>> Click on any cell which cell you want to add validation ----> go to data tab ----> data validation ----> data validation ----> select whole number from allow drop down list point ----> select between option from data drop down list point ----> type your maximum & minimum numbers ----> ok.

Clear data validation:- Click on data validation cell ----> go to data tab ----> data validation ----> data validation ----> clear all ----> ok

12) How to use format painter in excel?

>> Place your cursor in any formatted text/ number cell ----> go to home tab ----> double click on format painter option ----> now select cell which you want to apply same style.

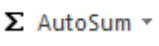


LESSON-1

1) Create the following table name as Matrix Sales & Service

City	Laptop	Desktop	Hardisk	DVD Drive	Printer	Total
Durgapur	20	65	55	60	61	
Asansol	30	76	66	71	42	
Bankura	40	85	18	73	75	
Burdwan	45	83	67	50	85	
Kolkata	78	31	64	66	42	
Delhi	23	34	69	78	45	
Mumbai	32	99	88	44	96	
Pune	43	79	77	80	75	
Agra	54	90	66	70	52	
Chennai	89	52	50	53	32	
Total						

2) Calculate city wise and item wise total.

>> Process 1:- Place your cursor which cell you want to sum ----> go to home tab ----> click on Autosum icon then press enter key. 

Process 2:- Place your cursor then press [Alt + =] button and hit the enter key.

Process 3:- Place your cursor ----> type =(enter cell numbers with '+' sign) and hit the enter key.

Process 4:- Place your cursor ----> type =sum(select cell range) and hit the enter key.
----> Drag this formula upto last total cell.

3) Insert an extra column name as "Distributor name" in after "City" column.

>> Place your cursor at laptop column ----> Go to home tab ----> insert ----> insert sheet column then type distributor name.

4) Add a new city name as "Bolpur" in before "Kolkata" city?

>> Place your cursor at kolkata row ----> go to home tab ----> insert ----> insert sheet row ----> type new city name and numbers/amounts ----> re-sum your table.

5) How to remove any row or any column from your table?

» **For Row** - Place your cursor at particular row(which you want to delete) ----> home tab ----> delete ----> delete row.

For Column - Place your cursor at particular column(which you want to delete) ----> home tab ----> delete ----> delete column.

6) Type your company name as "Matrix Sales & Service" at top of your table by merge and centre process?

» Place your cursor at first row of your table ----> insert some rows at top of your table ----> select all blank cells ----> go to home tab ----> click on merge and center icon then type your company name and some other text by press [alt + enter button] ----> select the text ----> format it by hometab.

MATRIX SALES & SERVICE									
Jenepahr Road, New Town, Kolkata - 700002									
Sales details for the month of jan - 2015									

7) How to hide excel grid line?

» In Excel go to view tab ----> check out gridlines box ----> now hide your gridlines.

8) How to print any excel sheet?

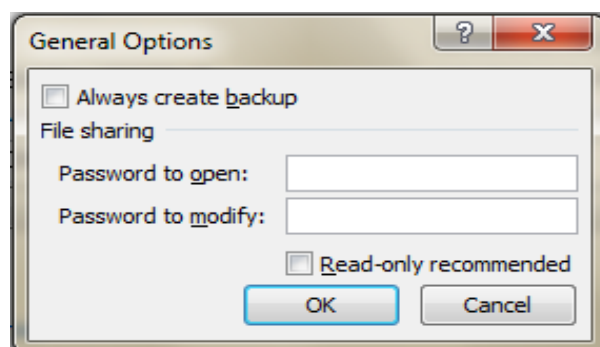
» At first go to view tab ----> click on page break preview ----> Go to file tab ----> print ----> select your printer ----> select active sheet form setting drop down list point ----> select paper size & margins ----> print.

9) How to save your excel sheet in any particular folder in any drive?

» At first create a folder in D:\ drive ----> go to file tab ----> save ----> save in (own folder) ----> write any name ----> save.

10) How to save your excel worksheet by password?

» Go to file tab ----> save as ----> choose your place which place you want to save ----> type your name ----> click on tools (left side of save button) ----> general option ----> type a password ----> ok ----> again type same password ----> ok ----> save ----> now check your file.



LESSON 2

1) Create the following table for SENCO Gold PVT. LTD.?

Item	Jan	Feb	Mar	Apr	May	June	Total	Disc.	Net Amnt.
Diamond Ring									
Platinum Ring									
Gold Ring									
Gold Coin									
Gold Ear Ring									
Gold Ornaments									
Platinum Necklace									
Gold Necklace									
Gold Bracelet									

2) Calculate item wise and month wise total?

>> Place your cursor at total cell ----> click on autosum icon ----> press enter key ----> drag the formula up to last cell.

3) Calculate discount on each items as 22.9% on total amount?

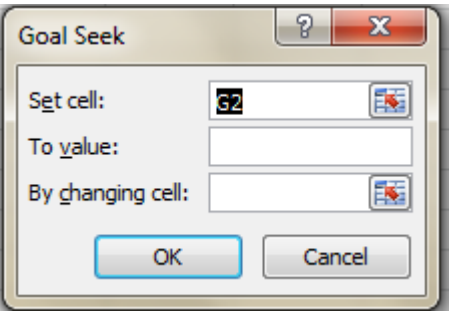
>> Place the cursor at discount cell ----> type =(total cell address X 22.9%) ----> press enter key ----> drag the formula up to last cell.

4) Calculate net amount of each items?

>> Place the cursor at Net Amount cell ----> type =(total cell address - discount cell address) ----> press enter key ----> drag the formula up to last cell.

5) Apply Goal Seek feature on above table?

>> Place your cursor at total cell ----> go to data tab ----> what if analysis ----> goal seek ----> follow the following methods



Select Cell	Auto Selected
To value	Enter new amount
By changing Cell	Select your cell

-----> ok -----> ok.

6) Find highest and lowest amount of each items?

>> Place your cursor in after net amount cell then type "Highest" and "Lowest" text -----> place your cursor at highest cell -----> type [=Max(select all sales amounts)] -----> press enter key -----> Drag the formulae up to last cell.

Again place your cursor at lowest cell -----> [=Min(select all sales amounts)] -----> press enter key -----> Drag the formulae upto last cell.

7)Find Average amount of each items.

>> Create a new column name as "Average" in after Lowest cell -----> place your cursor ----->type [=average(select all sale amounts)] -----> then press enter key -----> Drag the formulae up to last cell.

8) Lock your excel sheet by using password?

>> Go to review tab -----> protect sheet -----> type your password [*****] -----> ok -----> re-enter your password [*****] -----> Ok.

9)How to unprotect your sheet?

>> Go to review tab -----> unprotect sheet -----> enter your password [*****] -----> ok.

10)Save your excel document under my document folder?

>> Go to file tab -----> save -----> save as (my document) write any file name in file name box -----> click on save button.

11) Re-open your worksheet and save only sheet-1 in your folder.

>> At first open your excel document from my document folder -----> right click on sheet-1 -----> move or copy -----> choose new book from to book drop down list point -----> click on create copy option box -----> again go to file tab -----> save -----> save in(own folder) -----> write any file name -----> save.

12) How to convert your excel file in PDF(Portable Document Format) file.?

>> From your excel file go to file tab -----> save & send -----> click on Create PDF/XPS documents option -----> click on [Create PDF/XPS] box -----> select place -----> write any name -----> publish.

LESSON-3

1) Create the following table as Joy Balaji Group India PVT. LTD. Staff Salary Details for the month of february - 2018.

Name	Dept	Basic	T.A	D.A	H.R.A	Gross	Status
Sovik	Sales	12000					
Nikhil	Account	10000					
Sumit	Tech	8000					
Sujit	Mrk	9000					
Rahul	Prod	7000					
Akash	Purc	10000					
Ravi	Sales	6000					
Pappu	Acc	11000					
Animesh	Mrk	9000					
Aniket	Tech	14000					
Su,an	Sales	13000					
Sana	Acc	5900					

Full Form -

T.A = Travel Allowance

D.A = Dearness Allowance

H.R.A = House Rent Allowance

2) Calculate T.A @ 5% on basic amount of each staff.

>> Place your cursor at T.A cell ----> Type[=(Basic cell address x 5%)] ----> press enter key ----> drag the formula upto last T.A cell.

3) Calculate D.A @ 7.2% on basic amount of each staff.

>> Place your cursor at D.A cell ----> Type[=(Basic cell address x 7.2%)]----> press enter key ----> drag the formula upto last D.A cell.

4) Calculate HRA @ 10% on basic amount of each staff.

>> Place your cursor at H.R.A cell ----> Type[=(Basic cell address x 10%)] ----> press enter key ----> drag the formula upto last H.R.A cell.

5) Calculate GROSS amount of each staff.

>> Place your cursor at Gross cell ----> Type[=Sum (select cell range)] ----> press enter key ----> Drag the formula upto last Gross Cell.

6) Calculate status of each staff by the following condition

CONDITIONS :-

Gross Salary >15000 than status is "Manager".

Gross Salary >10000 than status is "Office"

Gross Salary >7000 than status is "General Staff"

Gross salary <7000 than status is "Assistance"

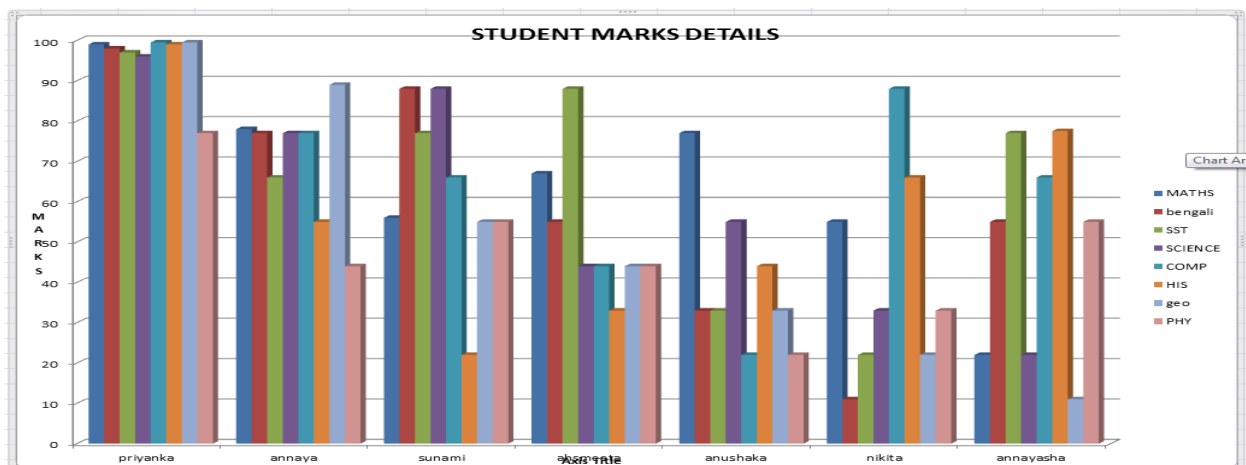
>> Place your cursor at 'Status' Cell ----> Type[=If (G.S.C.A>15000,"Manager",If (G.S.C.A>10000,"Officer",if(G.S.C.A>7000,"General Staff","Assistant")))] ----> press enter key ----> Drag the formula upto last status cell.

7) Sort the gross salary column in Largest to Smallest order?

>>Select total table ----> Go to data tab ----> sort ----> sort by [Gross] ----> select order [Largest to Smallest] ----> ok.

8) Create a column chart depend on above table in your excel worksheet.

>> Select some table field like Name, Basic, T.A, D.A, H.R.A and GROSS ----> go to insert tab ----> column chart ----> select a 3D column chart style ----> resize your chart.



9) Display table in your chart?

>> At first select your chart by mouse click ----> Go to layout tab ----> data table ----> show data table with legend keys.

10) Display your legend at top of your chart.

>> Go to layout tab ----> legend ----> show legend at top.

11) How to insert Horizontal Axis title in your chart?

» Select your chart ----> go to layout tab ----> axis titles ----> Primary horizontal axis title ----> click on title below axis ----> select axis title text ----> type new text.

12) How to insert Vertical Axis title in your chart?

» Select your chart ----> go to layout tab ----> axis titles ----> Primary vertical axis title ----> click on vertical title ----> select axis title text ----> type new text.

13) How to apply 3D rotation option in your chart?

» Select your chart by mouse click ----> go to layout tab ----> 3D rotation ----> change [X] and [Y] boxes values by mouse click ----> ok.

14) How to add data label in your chart?

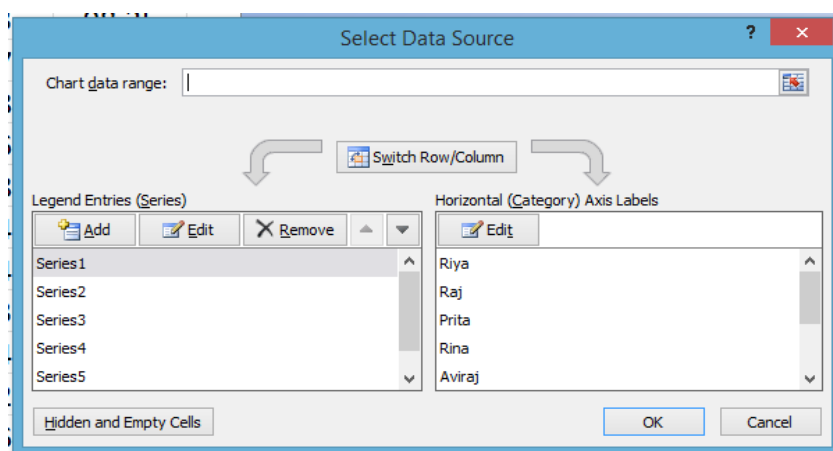
» Select your chart by mouse click ----> go to layout tab ----> data label ----> show.

15) How to change chart data from Horizontal to Vertical & Vertical to Horizontal style?

» Select your chart by mouse click ----> go to layout tab ----> click on switch Row/Column option.

16) How to change chart data ?

» Select your chart by mouse click ----> go to layout tab ----> click on select data option.



----> select your new chart range ----> ok.

17) Add a chart title in your chart?

» Select your chart ----> layout tab ----> chart title ----> above chart ----> type your title and format it by home tab.

18) Add a background color in your chart?

» Select your chart ----> format tab ----> shape fill ----> select any colour by mouse click or you can also select gradient, texture or picture for chart background.

19) Move your chart to sheet number 3?

» Right click on chart ----> move chart ----> object in [Sheet 3] ----> ok.

20) Save the excel document under my document folder.

» Go to file tab ----> save ----> save as (my document) ----> write any file name in file name box ----> click on save button.

LESSON-4

1) Create a table name as Durgapur Tarak Nath High School.

Name	Roll	Beng	Eng	Hist	Geog	Sansk	Total	Average	Hig	Low
Souvick	01	79	80	75	60	70				
Navin	02	65	93	54	65	85				
Rani	03	73	62	90	80	75				
Tanya	04	75	69	78	50	60				
Raja	05	89	63	72	53	54				
Nilam	06	45	54	63	97	50				
Puja	07	90	34	64	75	80				
Diya	08	60	80	70	60	50				
Shyama	09	40	80	80	89	82				
Sanjida	10	65	62	62	93	63				

2) Calculate total number of each students?

» Place your cursor at total cell ----> [=sum(select total range)] ----> press enter key
----> Drag the formulae upto last total cell.

3) Calculate average marks of each students?

» Place your cursor at average cell ----> [=Average(select cell range)] ----> press enter key
----> Drag the formulae up to last average cell.

4) Display highest marks of each student?

» Place your cursor at highest cell ----> [=max(select cell range)] ----> press enter key
----> Drag the formulae upto last highest cell.

5) Display lowest marks of each students?

» Place your cursor at lowest cell ----> [=min(select cell range)] ----> press enter key
----> Drag the formulae upto last lowest cell.

6) Insert a new column name as Grade in after minimum column?

» Place your cursor at beside the lowest column ----> type name grade

7) Sort your result sheet on name column in ascending order?

>> Select your total table ----> Go to data tab ----> Sort ----> Sort by ----> name ----> select order AtoZ ----> Ok.

8) Calculate grade by the following condition

CONDITION:-

If total > 400 A+

If total > 350 A

If total > 300 B+

If total > 250 B

If total > 200 C

If total > 200 Fail

>> Place your cursor at grade cell ----> [=If(Total Cell Address>400,"A+",If(T.C.A>350,"A",If(T.C.A>300,"B+",If(T.C.A>250,"B",If(T.C.A>200,"C",,"Fail"))))) ----> press enter key ----> Drag the formulae upto last grade cell.

Advanced Filter

9) Display whose students marks are between 250 to 400 by advance filter?

>> **Process1** - Select your table heading ----> copy ----> Paste the heading in below of your table

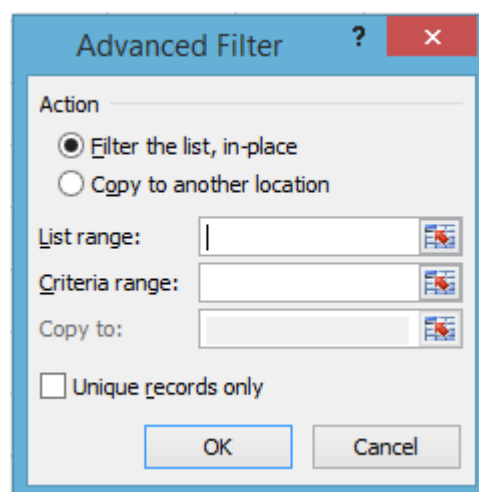
Process2 - Type your criteria in any cell as following..

Total	Total
>250	<400

Process3 - Select your total table then go to data tab ----> advance ----> click on copy to another location option ---->

List range	Select your table
Criteria range	Select your criteria
Copy to	Select another table heading

----> Ok



10) Display whose students grade is "A+"

>> Apply same process of previous answer only change the criteria.

Grade
A+

11) Display whose students geography marks is above "70".

>> Apply same process of previous answer only change the criteria.

Geography
>70

12) Display whose students name are starting with "S".

>> Apply same process of previous answer only change the criteria.

Name
S

13) Display whose students name "Amit".

>> Apply same process of previous answer only change the criteria.

Name
Amit

14) Insert some rows at top of your table then type your school name by merge and center process?

>> Place your cursor at first row of your table ----> insert some rows at top of your table ----> select all blank cells ----> go to home tab ----> click on merge and center icon then type your school name and some other text by press alt + enter button ----> select the text ----> format it by home tab.

15) Insert a new column name is percentage in after grade column and calculate percentage of each student?

>> Place your cursor at beside of grade column ----> type text "Percentage" ----> again place your cursor at below of percentage text ----> type $[(\text{total cell number} / \text{total marks}) \times 100]$ ----> then press enter key ----> drag the formulae up to last percentage cell.

16) Save your excel sheet in desktop?

>> Click on file tab ----> save ----> save in (desk top) ----> write any file name ----> click on save.

LESSON-5

1) Create a table name as Durgapur Project Limited Consumer Bill Amount Details for the month of January & February.

SL. No	Cons. No	Month of period	Pre. Unit	Clo. Unit	Total Unit	Unit Charges	Meter Rent	Total Amount
1	0012701	Jan - Feb	3226	3428			30.00	
2	0012702	Jan - Feb	3250	3700			30.00	
3	0012703	Jan - Feb	5415	6065			30.00	
4	0012704	Jan - Feb	1454	1754			30.00	
5	0012705	Jan - Feb	780	885			30.00	
6	0012706	Jan - Feb	3210	4220			30.00	
7	0012707	Jan - Feb	5401	16401			30.00	
8	0012708	Jan - Feb	189	279			30.00	
9	0012709	Jan - Feb	3222	3922			30.00	
10	0012710	Jan - Feb	4555	4885			30.00	
11	0012711	Jan - Feb	3987	5187			30.00	
12	0012712	Jan - Feb	5963	6713			30.00	

2) Calculate total unit of each consumer?

>> Place your cursor at total unit cell ----> =(closing cell address-previous cell address)
----> Drag the formulae upto last total unit cell.

3) Calculate unit charge of each consumer by the following conditions?

Conditions

If total unit 1 to 199, Unit charge Rs.4/Unit

If total unit >200 to <400, Unit charge Rs.4.5/Unit

If total unit >400 to <600, Unit charge Rs.5.5/Unit

If total unit >600 to <1000, Unit charge Rs.6/Unit

If total unit >1000 to <10000, Unit charge Rs.8/Unit

If total unit >10000, Unit charge Rs.15/Unit

>> Place your cursor at unit charge cell ----> Type [=If(TUCA<200, TUCA*4, If(TUCA<400, TUCA*4.5, If(TUCA<600, TUCA*5.5, If(TUCA<1000, TUCA*6, If(TUCA<10000, TUCA*8, TUCA*15)))))] ----> then press enter key ----> drag the formula upto last unit charge cell.

4) Calculate total amount of each consumer?

>> Place your cursor at total amount cell ----> Type [(Unit charge cell+ meter rent)] ----> then press enter key ----> Drag the formula upto last total amount cell

5) Calculate Bill for January and Bill for February amounts in after total amount cell ?

>> At first add two column name as Bill for Jan & Bill for Feb ----> Place your cursor at bill for January cell ----> Type [(Total amount cell/2)] ----> press enter key ----> drag the formulae upto last Bill for January cell.

*Apply same process for Bill for February cell.

6) Change your table heading orientation?

>> Select only table heading ----> Go to home tab ----> click on orientation icon ----> select any orientation style or click on format cell alignment option ----> change orientation in degrees ----> ok.

7) How to apply visual colour on your table?

>> Select your total table ----> go to home tab ----> format as table ----> select any table style by mouse click ----> select only heading ----> go to data tab ----> click on filter icon.

8) How to add "0"(Zero) in beginning of any numbers?

>> Type a numeric amount in any cell ----> select the cell ----> go to home tab ----> click on number group icon list point ----> click on text category from number group ----> ok ----> go to formula bar ----> add "0"(zeros) in before of the text ----> press enter key.

9) How to create a search box and search record by consumer number?

>> At first create a search box in excel like following ----> Select total table data



without heading ----> go to conditional formatting ----> new rules ----> click on use a formula to determine which cells to format ----> type the formula [=search(click on search box,\$A2&\$B2&\$C2&\$D2&\$E2&\$F2&\$G2&\$H2&\$I2&)] ----> format ----> select fill color, text color ----> ok ----> now type a consumer number in search box then press enter key to display.

10) Save your excel document under my document folder?

>> File menu ----> save ----> save in (own folder) ----> write a file name ----> save

LESSON-6

1) Create the following Groceries items stock details for the month of November.

Date	01.11.18				02.11.2018			03.11.2018			Total Purchase	Total Sale	Total Closing
Item	Opp	Pur	Sale	Clo	Pur	Sale	Clo	Pur	Sale	Clo			
Biscuits	20	10	18		18	15		30	35				
Chocolate	25	15	20		20	19		39	45				
Cakes	30	5	15		30	30		45	50				
Cold Drinks	50	15	30		25	30		21	21				
Snacks	65	25	40		10	45		33	12				
Sweets	70	35	50		15	25		10	30				

2) Calculate all Closing stock numbers.

>> Place your cursor at 01.11.2018 closing cell ----> Type[=(Opening cell number + Purchase cell number - sale cell number)] ----> press enter key ----> Drag the formulae upto last closing cell.

3) Calculate next day closing amount.

>> Place your cursor at 02.11.2018 closing cell ----> Type[=(01.11.2018 closing cell + current date purchase cell - current date sale cell number)] ----> press enter key ----> Drag the formulae upto last closing cell.

**Apply same process for calculating all dates closing stock numbers.

4) Calculate total purchase number.

>> Place your cursor at total purchase cell ----> Type[=(select only purchase cell number of each date with "+" sign)] ----> press enter key ----> drag the formulae upto last total purchase cell.

5) Calculate total sale number.

>> Place your cursor at total sale cell ----> Type[=(select only sale cell number of each dates with "+" sign)] ----> press enter key ----> drag the formula upto last total sale cell.

6) Calculate total closing number.

>> Place your cursor at total closing cell ----> Type[=(select first date opening cell + total purchase cell - total sale cell)] ----> press enter key ----> drag the formula upto last closing cell.

7) Type dates on your table by merge and center process.

>> Select particular cells for type date ----> go to home tab ----> click on merge and center icon ----> type dates in each cells.

8) How to apply border on your table?

>> Select your total table ----> Go to home tab ----> click on border icon----.select "all border" option.

9) Calculate grand total of closing stock(total closing) in below of your table and display the total number by precedents and dependent arrows.

>> Place your cursor at below of your table ----> Type[=SUM(select all total closing numbers)] ----> press enter key ----> click on your grand total number ----> go to formula tab ----> click on trace precedents option ----> click on all total closing numbers and click on trace dependents option.

10) How to For remove arrows

>> Go to formula tab ----> click on remove arrows button.

11) How to apply any cell comment?

>> Right click on any cell ----> insert comment ----> type your comment ----> click on any cell.

12) How to display comment?

>> Place your mouse pointer in Grand total cell and you will be display the comment text.

13) How to edit comment?

>> Right click on your Comment cell ----> edit comment ----> change the comment text ----> click on outside of the cell.

14) How to remove cell comment?

>> Right click on your comment cell ----> delete comment.

15) How to add list point cells in your table?

>> Place your Cursor in after total closing cell ----> Type "Company name" in the cell ----> Select all cells in vertical order ----> go to data tab ----> Data Validation ----> Data Validation ----> select list from allow drop down list point ----> type company names with "comma(,)"sign like - Nestle,Cadbury,Raja,Anmol,BiskFarm,Sugar& spice,Pepsi,Coke,Barcel,Balisto,Haldiram ----> ok ----> now click on cell list point and choose company name.

16) Apply red colour for all purchase numbers and apply blue colour for all sale numbers.

>> Select all Purchase column and apply red colour from home tab and apply blue colour in all sale numbers.

LESSON-7

1) Create the following Table for the month of January.

Name	Dept	Basic	T.A	D.A	H.R.A	ESI	P.F	Gross	Tax	Net Amt
Amit	Acct	16000								
Aadi	Tech	12000								
Subha	Markt	10000								
Sagar	Prod	6000								
Sarda	Tech	1000								
Akash	Acct	20000								
Puja	Sale	50000								
Sana	Markt	7000								
Khusi	Tech	80000								

2) Calculate T.A 3% on basic amount.

» Same as process lesson no-3

3) Calculate D.A 5% on basic amount

» Same as process lesson no 3

4) Calculate H.R.A 8% on basic amount

» Same as process lesson no 3

5) Calculate E.S.I 2% on on basic amount

» =(Basic cell address*2%) ----> press enter. ----> Drag the formula upto last basic cell

6) Calculate P.F 7.2% on basic amount

» =(Basic cell address*7.2%) ----> press enter ----> Drag the formula upto last basic cell

7) Calculate Gross amount of each staff.

» =(Basic cell address+T.A+D.A+H.R.A-E.S.I-P.F) ----> PRESS ENTER ----> drag the formula upto last gross cell.

8) Calculate tax amount of each staff by the following condition?

Conditions -

If Gross>20000 tax deduction is 10%

If Gross>15000 tax deduction is 7.5%

If Gross>10000 tax deduction is 5%

If Gross>7000 tax deduction is 2%

If Gross<7000 tax deduction is 0%

Formula-

>> Place your cursor at tax amount cell ----> =if(GCA>20000,GCA*10%,if(GCA>15000,GCA*7.5%,if(GCA>10000,GCA*5%,if(GCA>7000,GCA*2%,GCA*0%)))) ----> press enter
----> drag the formulae up to last tax cell

9) Calculate net amount

>> Place your cursor at net amount cell ----> Type[=(Gross cell address-Tax cell address)] ----> press enter key ----> drag the formulae up to last Net Amount cell

10) Sort your table by largest to smallest in gross salary

>> Select total table ----> Go to data tab ----> sort ----> sort by [Gross] ----> select order [Largest to Smallest] ----> ok.

Auto Filter

11) Display whose gross salary is more than 15000 in excel document by using Auto Filter process?

>> Process-

Select your table heading ----> go to data tab ----> filter ----> now display a list point of each fields, ----> click on gross heading list point ----> number filter ----> greater than

Gross
[Is greater than 15000] ----> ok.

For display all-

Click on gross heading list point ----> select all ----> ok.

12) Display whose tax amount is less than 1000?

>> Click on tax heading list point ----> number filter ----> less than.

Tax
[Is less than 1000] ----> ok.

13) Display whose name starting with S?

>> Click on name heading list point ----> text filter ----> begins with

Name
[Begins with S] ----> ok

14) Upload your excel sheet in Google Drive?

