

HOLIDAY HOME WORK (Foundation of Information technology)

1. Tariq Fashions maintain their employee salary details in a spreadsheet as shown below. A sample data of 7 employees is shown below. Write formulas for the operations (i) to (v) and answer the questions (vi) to (viii) based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F
1	NAME	BASIC	HRA	DA	PF	NET SALARY
2	Surinder	50000	20000	___	600	___
3	Kanika	56000	20000	___	600	___
4	Aashish	35000	15000	___	400	___
5	Harjit	45000	15000	___	500	___
6	Abhijit	60000	25000	___	700	___
7	Jyoti	75000	30000	___	700	___
8	Amita	25000	10000	___	300	___
9	Maximum					___
10	No. of Emp					___

- (i) To calculate the DA as 25 % of BASIC+HRA for each employee and display in column D.
- (ii) To calculate the NETSALARY as BASIC+HRA+DA-PF for each employee and display in column F.
- (iii) To find the maximum NETSALARY and display in cell F9.
- (iv) To count the number of employees and display in cell B10.
- (v) The Manager wants to know how many employees from the above data are eligible for bonus. The criteria being that the employees having a salary greater than 45000 are not eligible for bonus. Write the formula the Manager should use for achieving the same and display the number of employees in cell F10.
- (vi) The manager realizes that he has forgotten to add the S.No. Column in the above spreadsheet. Which feature will help him automate the typing of sequential numbers?
- (vii) The manager wants to graphically represent a comparative analysis of the salaries of employees. Suggest the most suitable chart type for achieving the same.
- (viii) If the Basic salary of an employee changes, will the manager have to redo all the calculations for that particular employee? Explain.