

SWASTICK YOUTH COMPUTER TRAINING CENTRE

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

Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S)

Block-Patharpratima, Pin-743349, Contact No. 9733600064

IT

Lesson-1

1. Begin a Blank Workbook through Microsoft Excel 2007 / 2019 Application.
2. Type the word **Swastick Youth Computer Training Centre** in a cell and make it bold, font size – 18. Font – Times New Roman.
3. Now, Autofit the word in that cell.
 - a. Make multiple copies of this word.
 - b. Autofit all the copies cells at a time with the help of Autofit command.
4. Fill the following Series :-
 - a. Fill a Series vertically with start value 13, step value 7 and stop value 203.
 - b. Create a Series vertically from 2000 to 175 with a difference of 30.
 - c. Create a Series horizontally with the first day of each month of this year.
5. Rename the worksheet to a new name **Series**.
6. Create the Calender in your worksheet with the format exactly shown below.

JANUARY'2024						
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	12th Vivekananda Birthday	23rd Netaji Birthday	26th Republic Day

7. Insert any picture on the top position of Calendar & See Print Preview of the sheet.
8. Create a **Pocket Money Plan** and calculate Total.

Pocket Money Planning Model								
First Week								
Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Snacks	3	2	5	4	2	6	0	
Drinks	5	3	0	3	5	0	0	
Stationery	3	0	0	2	0	4	0	
Transport	3	3	3	3	3	3	0	
Gifts	20	0	0	0	0	0	0	
Others	0	0	10	0	0	0	5	
Total								

9. To create a Line Chart on **Expenses on Snacks**.
10. To create a Pie Chart on **Expenses on Different Categories in Week 1**.

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Lesson-2

1. To create **My Share Portfolio** and calculation

My Share Portfolio						
	Week 5	Date:	13- May-21			
S No	Share	Price per share	No of shares	Share value	Commission	
1	HDFC Bank	₹ 1,100.50	75	₹ 82,537.50	₹ 825.38	
2	Chambal Fertilizers	₹ 73.90	375			
3	Indian Oil	₹ 410.50	200			
4	Titan Company	₹ 410.00	300			
5	Tata Consultancy	₹ 2,688.10	50			
6	ICICI Bank	₹ 324.10	200			
Total				??	??	
Calculation					Initial money	₹ 500,000.00
<p>Share Value=Price per share*No of shares</p> <p>Calculating the Commission if number of shares is not greater than 100, then the commission is 1% of the share value otherwise if number of shares is greater than 100 the commission is 0.5% of the share value.</p> <p>Net worth=Total portfolio value + Cash left</p> <p>Profit/Loss=(Net worth-Initial money)-Total Commission</p>					Total portfolio value	??
					Cash left	₹ 1,387.44
					Net worth	??
					Profit/Loss	??

2. To create a Pie chart from My Share Portfolio on 13 May 2021.
3. Apply Upper, Lower, Proper Case on Your Computer Centre name.
4. Convert Bin2Dec & Dec2Bin (10101100 & 137)

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Lesson-3

1. Select a New Sheet of current workbook and Create the following Table as Shown Below :-

Roll	Name	Course	Dos	Windows	Word	Excel	Total	Average	Remark
1	Anindiyaduti Chakravorty	CITA	44	49	50	45			
2	Afroze Jahan	CITA	49	45	50	47			
3	Md. Perveez	CFAS	50	40	42	49			
4	Suprava Das	CDTP	38	40	23	40			
5	Md. Arabul Haque	DDTP	42	44	45	44			
6	Bony Bairagi	CCHM	26	35	48	45			
7	Dolly Jaiswara	CWD	30	15	20	24			
		Maximum							
		Minimum							

2. Now Calculate the Total, Average, Maximum & Minimum of all the students.
3. Insert one row between Roll No. 2 and Roll No. 3
4. Now Insert the following Record : (**Roll : 8, Name : Sunanda Chakraborty, Course:CBM, Dos : 22, Windows : 35, Word : 27, Excel : 50**)
5. Now Calculate the Total, Average by copying the previous formula.
6. Now format the Average values up to 2 Decimal Places.
7. Now Create a Comment as "**Moulali YCTC STUDENT** " against the name "Bony Bairagi" of the above Table. View the Comment and then Delete the Comment.
8. Now set Another Column **Percentage** after Average and Calculate the percentage of all the students using Formula.
9. Calculate **Remark** of the following the statement

Percentage	Remark
Above 100	Invalid
100	Excellent
>=90	Very Good
>=80	Good
>=50	Fair
Below 50	Fail

10. Now Insert Row above the table and Merge & Center, then write "**Student Mark Sheet**"
11. Create a Clustered Column Chart based on the above table.

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Lesson-4

1. Select a New Sheet of current workbook and Create the following Table as Shown Below :-

MARKS SHEET								
SWASTICK YOUTH COMPUTER TRAINING CENTRE (A Government of West Bengal Initiative Under the Directorate of Youth Services) Village- Paschim Sridharpur, Post - Gurudaspur, P.S. - Dholahat, Dist-24Pgs(S), Block-Patharpratima, Pin-743349, Contact No. 9733600064								
SUBJECT	FUND, DOS, WINX'P, WORD			EXCEL, VISUAL FOXPRO			GRAND TOTAL	AVERAGE
	THEORY	PRACTICAL	TOTAL	THEORY	PRACTICAL	TOTAL		
TOTAL	50	50		50	50			
OBTAINED	45	48		42	47			
Authorized Signature:							GRADE	

2. Calculate the Total and Grand Total Using Formula.
3. Change the Font Size of the title "MARKS SHEET" to 28 and also make it Bold.
4. Calculate Total & Average for Marksheet.
5. Calculate Grade [Condition:90% & above=A+; 80-89%=A; 70-79%=B+; 60-69%=B; 50-59%=C; 40-49%=D; 30-39%=E]
6. Insert a row just above the Subjects and write Your Full Name and Course within that single cell in separate lines.
7. Align all the values in "Center" format.
8. Hide & Protect the Worksheet with your First Name and see the protection.
9. Unprotect the current Worksheet and see whether it is unprotected or not.
10. Save the file in your name, close the file and exit from Excel.

Course: Certificate in Information Technology Application

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Lesson-5

1. Select a New Sheet of current workbook and Create the following Table as Shown Below :-

Separate DEPOSIT SLIP ALONG WITH Cash / Cheque is required for each challan					
Pay-in-Slip			Paper Token No.		
AXIS BANK LIMITED, CIT Road Branch			Date		8/5/2021
Name of Assessee		SUSHOVAN CHAKRABORTY	Telephone		9831174126
Under Major Head Name		TDS			
CHEQUE DETAILS			CASH DEPOSIT		Rs.
Bank	Branch	Cheque No.	Deno	Peaces	
			2000		
			500	19	9,500.00
			200		
			100		
			50	1	50.00
			20		
			10	2	20.00
			5	1	5.00
(Rupees in wards) Nine thousand five hundred eighty two only			Coin	3	7.00
			TOTAL		9,582.00

2. Create the following Salary Sheet :

EmpNo	EmpName	Dept	Basic	DA	HRA	ESI	Gross	PF	Net
100	Amrendra Patra	SALES	5000						
101	Rahul Sinha	MKTG	5800						
102	Rahul Dubey	ACCT	6000						
103	Krishna Chuhan	SALES	5500						
104	Imas Annisa Renteria	MKTG	6200						
105	Madhumita Das	ACCT	7500						
106	Avispita Sarkar	SALES	4000						
107	Ananta Jana	MKTG	5700						
108	Kaikasha Banu	MKTG	3850						

(a) Calculate DA (Dearness Allowance) as 50% of Basic.

(b) Calculate HRA (House Rent Allowance) as 20% of Basic.

(c) Calculate ESI (Employee State Insurance) as 5% of Basic. [Continue.....]

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- (d) Calculate Gross as Basic+Da+HRA+ESI.
- (e) Calculate PF(Provident Fund) as 12% of (basic+da) if (basic+da) is less than 6500 or 12% of 6500 if (basic+da) is greater than or equals to 6500.
- (f) Calculate Net as Gross-PF
- (g) Print the maximum Net.
- (h) Print the minimum Net.
3. Calculate the Grand Total of Net in any Cell for those whose Basic is more than ₹5,000.00 by using formula.
4. Sort the above table in ascending order taking Name as Primary key and Basic as Secondary key.
5. Set the Gross of Krishna Chuhan to ₹ 12,500.00 by changing his Basic using Goal Seek.
6. Set the Net of Rahul Dubey to ₹ 12,000.00 by changing his Basic using Goal Seek.
7. Show the Precedents Arrow for the Tax Cell of Ananta Jana.
8. Show the Dependents Arrow for the Basic Cell of Kaikasha Banu.
9. Now remove all arrows.
10. Do the following using Auto Filter :
 - a. Display only those record whose Basic is more than ₹ 5,000.00
 - b. Display only those record whose Basic is in between ₹ 5,000.00 and ₹6,000.00
 - c. Display only those records whose name starts either with "A" or "K".
 - d. Display only Avispita Sarkar's Record.
 - e. Display only those records whose Dept are not Sales.
 - f. Display all Record.
11. Now with the help of Advanced Filter, do the following :
 - a. Display those records to a new location of the worksheet whose name starts with "R" and Net is more than ₹ 9,500.00
 - b. Display those records to a new location of the worksheet who are working in Sales Dept.
 - c. Display those records to a new location of the worksheet whose department is Acct and Basic more than ₹ 6,000.00
 - d. Display those records to a new location of the worksheet whose Basic is in between ₹ 5,500.00 to ₹ 7,000.00
 - e. Display those records to a new location of the worksheet whose name is not starting with "R" but Basic is below ₹ 5,000.00
12. Save the file with Your Full Name, Course and Batch No.

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Lesson-06

1. Select D4 cell and create the following Table :

NAME	GENDER	AGE	DESIGNATION	SALARY	HRA	NET
MALIHA	FEMALE	26	OFFICER	7000		
BRENDA MICHEAL	FEMALE	45	MANAGER	5500		
SIZA	FEMALE	65	TRAINEE	3700		
TATE SMITH	MALE	45	MANAGER	9000		
SARAH MARK	FEMALE	78	TRAINEE	3200		
ALISA	FEMALE	82	OFFICER	5850		
LAURA	FEMALE	38	MANAGER	8230		
JENNY MARY	FEMALE	39	TRAINEE	4000		
HANNAH	FEMALE	42	OFFICER	5900		

2. Insert a new column STATUS before HRA Column.
3. Display the status "Senior Citizen" in "STATUS" column for those persons whose age is above 60, otherwise display "Normal".
4. Now calculate the HRA amount based in salary according to the given condition below:

<u>Salary</u>	<u>Hra</u>
<3500	10% of Salary
3500 – 4500	15% of Salary
4501 – 6000	20% of Salary
>6000	25% of Salary

5. Now calculate the Net with Salary + Hra formula.
6. Convert the value of Salary, Hra, Net upto 2 decimal places.
7. Now perform the following Operations in different Cells using Functions:
 - a. Find out the Maximum value of the Net Column in the Employee.
 - b. Find out the Minimum value of the Net Column in the Employee.
 - c. Find out the Total No. of Employees with Designation "Manager".
8. Calculate the Total Salary of Salary of those employees, who are getting more than 8000 Net Column using function.

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11. Now Sort the above table in Ascending Order of Designation.

12. Now Calculate the Total Salary in each Designation using sub-total.

Govt. of India Development Commissioner (MSME) Ministry of Micro, Small & Medium Enterprises					Sriniketan Bastralaya South 24 Parganas		
SL NO.	PRODUCT NAME	QUANTITY (Packet)	PURCHASE RATE (PR)	TOTAL Rs. Purchase	Quantity (Sale)	SALE RATE (PR+PR*30%)	Total Rs. Sale
1	Baby Bloomer Suits	10	Rs308.00		9		
2	Bed Sheet with Pillow Covers Set	12	Rs540.00		8		
3	Bleaching and Dyeing of Cotton Knitted Fabric	20	Rs170.00		15		
4	Cotton Knitted Fabrics	25	Rs499.00		20		
5	Cotton Knitted Undergarments (Briefs, Panties, Vests)	35	Rs299.00		12		
6	Cotton Lycra (Spandex) Knitted Wears	32	Rs375.00		24		
7	Cotton Yarn Dyeing	25	Rs170.00		12		
8	Elastic Tape	35	Rs199.00		30		
9	Gents Readymade Garments	42	Rs924.00		40		
10	Gents T-Shirts	25	Rs475.00		5		
11	Infant Garments	65	Rs270.00		35		
12	Interlock Knitted Fabric	50	Rs500.00		35		
13	Knitted Socks (Cotton/Nylon)	75	Rs86.00		50		
14	Manufacture of Denim Garments	25	Rs895.00		5		
15	Manufacture of Shirt (Top) and Skirts	35	Rs499.00		8		
Total Purchase Cost							
Total Product Sale							
Total Item							
Total Quantity Purchase							
Total Quantity Sale							
Total Stock Item IN HAND							