LALA LAJPATRAI COLLEGE
OF COMMERCE & ECONOMICS (AUTONOMOUS)
AFFILIATED TO UNIVERSITY OF MUMBAI
NAAC ACCREDITED - 'A' GRADE (CGPA-3.20)

Lala Lajpatrai Marg, Mahalaxmi, Mumbai - 400 034. Tel.: 2354 8240 / 2354 8241
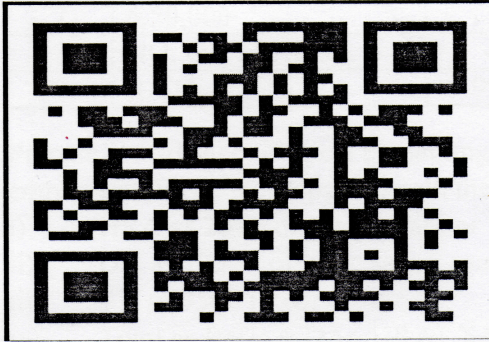E-mail : principal@lalacollege.edu.in I principal.llc@gmail.com I Website : www.lalacollege.edu.in

Ref No : BCOM 21/   Date 03.09.2024

<u>SENIOR COLLEGE</u>

<u>F.Y. B.COM DIVISON A AND B</u>

<u>ASSIGNMENT NO 1</u>

INSTRUCTIONS

1) Students are required to solve the questions and upload in the Google form provided

2) Every student must submit the assignment. It is compulsory for all the students.

3) Students should write **there roll number on the top of each page** of the assignment.

4) Only handwritten assignment will be accepted.

5) Solution to the problem should be written in the same format in which sums were solved in the class during the lecture.

6) THE LINK FOR UPLOADING THE ASSIGNEMTN IS

https://forms.gle/JC5cETA3q4Phm5CE7

7) You can also upload the assignment by scanning the QR CODE

8) Assignment to be uploaded on the given link on or before 25.09.2024

I/C Principal
LALA LAJPATRAI COLLEGE OF
COMMERCE AND ECONOMICS
Lala Lajpatrai Marg,
Mumbai - 400 034.

Questions

1) Explain the following functions in excel:
   ROUND, ROUNDDOWN, ROUNDUP, CEILING, FLOOR, INT,
   MAX, MIN, MOD, SQRT, ABS, SUM, COUNT, AVERAGE

2) Prepare a worksheet in excel containing name of the student and marks in four subjects for ten students. Calculate the total marks and average marks using functions.

3) The following data has been entered in a worksheet:

	A	B	C
1	NAME	DEPARTTMENT	SALARY
2	NEHA	STORES	15000
3	RITESH	ACCOUNTS	18000
4	RENU	PRODUCTION	14500
5	JEET	ACCOUNTS	19000
6	ARUN	STORES	22000

Write the Steps to arrange the data in the ascending order of name and further in the ascending order of department.

4) For the following spreadsheet obtain the Subtotals of the fees class wise.

	A	B	C
	Roll. No.	Class	Fees paid
1	NEHA	F. Y. B. COM	8000
2	RITESH	S. Y. B. COM	9500
3	RENU	T. Y. B. COM	10500
4	JEET	F. Y. B. COM	8000
5	ARUN	T. Y. B. COM	10500
6	AMIT	S. Y. B. COM	9500

5) Given the following worksheet write the steps to obtain simple interest and compound interest in column C and column D.

	A	B	C	D
1	AMOUNT		SIMPLE INT.	COMPOUND INT.
2	2,00,000			
3	1,50,000			
4	3,50,000			
5	50,000			
6	75,000			
7	6,50,000			
8	NO. OF YEARS	4		
9	RATE	9%		

6) Prepare a worksheet in excel containing name of the employee and basic salary for 10 employees. Write the steps to obtain the following:
   i)   HRA as 28 % of basic salary or 15,000 whichever is less in column C
   ii)   DA as 125 % of basic salary rounded to the nearest integer in column D
   iii) TA as 3500 fixed.
   iv)   Total as Basic + DA+ HRA+ TAX in column E.
   v)   Tax as 35 % of Total in column F.

7) For the following worksheet find the Days Present and the Proportionate Salary in columns D and E assuming that there are 30 working Days in the month.

1	NAME	MONTHLY SALARY	DAYS ABSENT	DAYS PRESENT	PROPORTIONATE SALARY
2	NEHA	15000	4		
3	RITESH	18000	2		
4	RENU	14500	3		
5	JEET	19000	1		
6	ARUN	22000	5		
7	AMIT	25000	0		

8) For the Following spreadsheet obtain the Subtotals of the sales year wise.

	A	B	C	D	E
1	NAME	YEAR	AGE	MOBILE NO	SALES
2	SALIM	2010	30	982102301	
3	ANANT	2011	27	345678921	
4	RAHUL	2011	26	985643221	
5	RAHUL	2010	29	235648921	
6	RAJNI	2010	32	456879325	
7	ASHA	2011	22	547859762	

9) For the following data has been entered in a worksheet.

	A	B	C	D	E	F
1	NAME	BASIC	HRA	DA	PF	NET PAY
2	SALIM	40,000				
3	ANANT	35,000				
4	RAHUL	55,000				
5	RAHUL	65,000				
6	RAJNI	30,250				
7	ASHA	86,500				

Write the steps to obtain
i) HRA as 42 % of BASIC or 18,000 whichever is less in column C.
ii) DA as 115 % of BASIC or 25,000 whichever is more in column D.
iii) PF as 15.5 % of BASIC in column E
iv) NET PAY as BASIC + DA+ HRA – PF.

10) The following data has been entered in a worksheet:

	A	B	C
	NAME	DEPARTTMENT	SALARY
1	NEHA	STORES	15000
2	RITESH	ACCOUNTS	18000
3	RENU	PRODUCTION	14500
4	JEET	ACCOUNTS	19000
5	ARUN	STORES	22000
6			

Write the Steps to arrange the data in the descending order of salary and further in the descending order of name.

11) Prepare a worksheet in excel containing name of the employee and monthly basic salary for 10 employees. Write the steps to obtain the following:
i) Annual salary
ii) HRA as 28 % of annual salary or 15,000 whichever is more in column C
iii) DA as 125 % of annual salary rounded to the nearest integer in column D
iv) TA as 3500 fixed.
v) Total as Basic + DA+ HRA+TA in column E.
vi) Tax as 35 % of Total in column F.