

**PRACTICAL 1**

S.No.	City	Qtr1	Qtr2	Qtr3	Qtr4	Total	Average	Max	Min
1	Delhi	5000	1540	1500	600				
2	Bombay	3000	5000	3500	4500				
3	Nagpur	2500	6000	6000	2500				
4	Pune	2000	4500	1500	1500				
5	Raipur	3000	8000	2500	8500				
6	Bangalore	6500	6000	3200	6500				
7	Indore	6000	4500	2500	2010				
8	Bhopal	2500	2500	1500	3500				
9	Gwalior	6000	3250	3500	3200				
	<b>Total</b>								
	<b>Average</b>								

1. Enter the above Details in Worksheet.
2. Apply the formatting.
3. Calculate the total and average of each city.
4. Calculate Quarter-wise Total and Average.
5. Calculate the max and min sales of each City.

**PRACTICAL 2**

Monthly Income		8000						
S.No.	Expenses	Jan	Feb	Mar	Qtr Total	Qtr Average	Max	Min
1	Rent	1000.00	1000.00	1000.00				
2	Telephone Bill	520.00	650.00	450.00				
3	Electric Bill	500.00	350.00	600.00				
4	Insurance	1000.00	0.00	0.00				
5	Vegetables	600.00	800.00	700.00				
6	Clothes	1000.00	0.00	1500.00				
7	Stationery	150.00	130.00	120.00				
8	Servant Exp.	500.00	500.00	500.00				
9	Petrol	300.00	350.00	300.00				
10	Other Exp.	250.00	150.00	50.00				
	<b>Monthly Total</b>							
	<b>Monthly Avg</b>							
	<b>Saving</b>							

1. Enter the above Details in Worksheet.
2. Apply the formatting.
3. Calculate quarterly sum and average of expenses.
4. Calculate Monthly Total and Average.
5. Calculate the Saving.