

PRACTICAL 3

S.No.	Employee Name	Department	Basic Salary	HRA	Medical	Bonus	PF	Nett
1	Rajesh	Computer	6000			500		
2	Dinesh	Accountant	1000			500		
3	Manish	Faculty	5000			0		
4	Ajay	Accountant	3000			0		
5	Vikas	Faculty	5000			0		
6	Sachin	Faculty	5000			0		
7	Jay	Computer	5000			500		
8	Reema	Accountant	10000			300		
9	Rishita	Computer	5000			300		
10	Heena	Computer	5000			500		
11	Harsha	Accountant	6000			500		
12	Manjeet	Computer	10000			0		
13	Rohan	Faculty	3000			0		
14	Pinky	Computer	5000			0		
15	Zuber	Accountant	6000			500		
16	Rakhi	Accountant	6000			0		
17	Raveena	Faculty	3000			300		
18	Manisha	Faculty	3000			300		
19	Poonam	Faculty	5000			500		
20	Rani	Accountant	6000			500		
21	Nikhil	Accountant	6000			0		
22	Rahul	Computer	5000			0		
23	Ravi	Computer	6000			0		
24	Rajan	Computer	5000			500		
25	Sushma	Accountant	6000			500		

1. Enter the above Details in Worksheet.
2. Apply the formatting.
3. Calculate HRA (House Rent) = 20 % of Basic.
4. Calculate Medical fund = 5% of Basic
5. Calculate PF = 10 % of Basic
6. Calculate Nett = Basic+HRA+Medical+Bonus-PF
7. Display the list of Employee in Computer Department.
8. Display the list of employee whose salary is greater than or equal to 5000.
9. Sort the employee name in Alphabetical Order.
10. Sort by Department wise then Name wise.
11. Calculate Subtotal of Each Department.