

PRACTICAL 7

S.No.	Student Name	Father Name	City	Course	Total Fees	I	II	III	IV	Paid	Balance
1	Jay Bhagwani	Mr.GD Bhagwani	Bhatapara	DTP	1600	600	500	500	0		
2	Vijay Sadhwani	Mr. Sadhwani	Bhatapara	DTP	1600	300	300	300	500		
3	Ram Balani	Mr. Balani	Raipur	MS-OFFICE	2000	1000	300	300	0		
4	Nikhil Chopra	Mr. Chopra	Tilda	TALLY	1200	400	400	400	0		
5	Sameer Malhotra	Mr. Malhotra	Surat	TALLY	1200	300	300	600	0		
6	Raju Dewangan	Mr. Dewangan	Surat	TALLY	1200	500	500	200	0		
7	Rani Sharma	Mr. Sushil	Raipur	DTP	1600	1000	300	0	0		
8	Nikita Sharma	Mr. Raj	Raipur	MS-OFFICE	2000	600	600	800	0		
9	Manisha Verma	Mr. Ravi	Raipur	MS-OFFICE	2000	1000	300	300	0		
10	Sonalika Gangwani	Mr. Sonu	Bhatapara	HTML	1500	500	500	0	0		
11	Surbhi Agrawal	Mr. Monu	Bhatapara	HTML	1500	500	500	500	0		
12	Sameera Tiwari	Mr. Shaheed	Bhatapara	MS-OFFICE	2000	1200	300	500	0		
13	Shobha Verma	Mr. Sameer	Bhatapara	TALLY	1200	600	0	0	0		
14	Rita Verma	Mr. Verma	Raipur	TALLY	1200	300	300	0	0		
15	Mona Agrawal	Mr. Agrawal	Raipur	MS-OFFICE	2000	600	0	0	0		

1. Calculate Total Paid Fees of each student.
2. Calculate Balance = Total Fees - Total Paid fees
3. Apply Autoformat To above Data
Click on Format Menu and Point to Autoformat.
4. Display the list of students in Tally Course.
5. Display the list of students living in Raipur and Course is MS-Office.
6. Sort the Student name in Alphabetical Order.
7. Sort the Course wise.
8. Calculate Subtotal of Each Course.

