Exercise-2: MS-Excel

Net Salary of Emloyee

Sl.no.	Name	Designation	Basic Salary	House Rent Allowance	Medical Allowance	Travel Allowance	Provident Fund	Net Salary
1	Amit	Accountant	21000					
2	Shive Ratan	Clerk	12000					
3	Joshap	Saleman	14050					
4	Raju	Gardener	7500					
5	Ashok	Guard	8000					

House Rent Allowancw = 9% of Basic Salary
Medical Allowance = 6% of Basic Salary
Travel Allowance = 7% of Basic Salary
Provident Fund = 5% of Basic Salary

Net Salary = Basic Salary + House Rent Allowance
+ Medical Allowance + Travel Allowance - Provident Fund

By following the given steps, you have to design the above worksheet using MS-Excel:

1. Open new Workbook of Excel.
2. Set paper size to 'A5', orientation to Landscape and margin to 'Narrow' or according to given measurement.
3. Change font size of cell to '13' and font name to 'Times New Roman'.
4. Merge the cells of row 4, change the font size to 16 and make it Bold, Underlined and Center aligned.
5. Make the title of content of row 5 and column A Centre aligned and figures (data entered in concerned cell) Right aligned.

6. Change the Background color of Allowance and Net Salary to given color (as shown in above worksheet) and used appropriate function of excel to get these values.
7. Save your Workbook with the name in given format and also Print this Worksheet.