



# DELHI PUBLIC SCHOOL TAPI

## LEARNING PARTNERSHIP 2015-16

**Learn Your Computer Skills**  
**CS Lab Activity Sheet**

**02**



NAME: .....

CLASS:VII SEC: .....

ADMISSION NO: .....

DATES: 20/08/2015

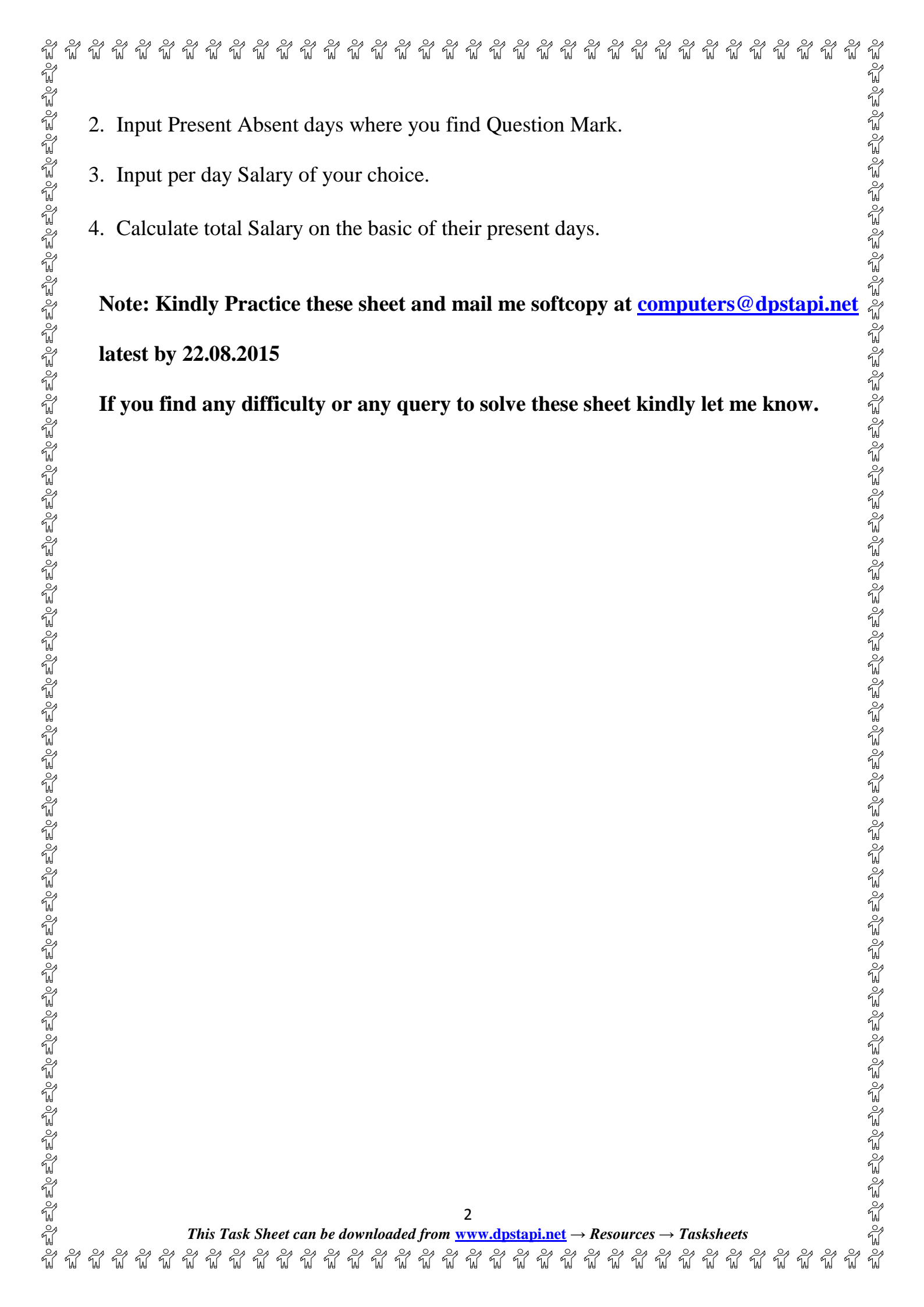
### TOPIC: Formulas and function in Ms Excel

**Q1.** Prepare a sheet in Ms Excel to calculate the daily wages of an employee.

### Daily Wages Of Employees

Emp code	EmpName	Months	Basic Salary	Total Working Days	Present Days	Absent Days	Per Day Salary	Total Salary
1	SAM	JANUARY	25000	31	25	6	?	?
2	PRAYAG	FEBRUARY	15000	?	15	?	?	?
3	ANSH	MARCH	10000	?	?	5	?	?
4	MAHEK	APRIL	12000	30	22	?	?	?
5	BHUMI	MAY	30000	31	?	7	?	?
6	SIMMI	JUNE	13000	?	20	?	?	?
7	PAUL	JULY	15500	?	?	8	?	?
8	PRINCE	AUGUST	8450	?	30	?	?	?
9	MAXX	SEPTEMBER	9765	30	28	?	?	?
10	NITYA	OCTOBER	10580	31	31	?	?	?
11	NAMAN	NOVEMBER	9555	?	?	9	?	?
12	FORAM	DECEMBER	7080	?	?	20	?	?

- Enter the total working days where you find the Question Mark.  
For Eg. January has 31 Days , September has 30 etc..

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2. Input Present Absent days where you find Question Mark.
  3. Input per day Salary of your choice.
  4. Calculate total Salary on the basic of their present days.

**Note: Kindly Practice these sheet and mail me softcopy at [computers@dpstapi.net](mailto:computers@dpstapi.net)**

**latest by 22.08.2015**

**If you find any difficulty or any query to solve these sheet kindly let me know.**