

# Subject: Vocational Skills in Accounting & Finance –I

## FYBAF - Semester I

### ASSIGNMENT

- Write steps to insert Pie chart for Science subject.

	A	B	C	D	E	F
1	NAME	ENGLISH	MATHS	SCIENCE	TOTAL	
2	HARISH	67	55	79	201	
3	MANOJ	56	65	89	210	
4	RAKESH	9	90	69	168	
5	SMITA	64	49	89	202	
6	ASHISH	65	78	55	198	
7	RAHUL	78	90	39	207	
8	SHEETAL	56	65	45	166	
9	KETAN	55	65	76	196	
10	BHASKAR	55	59	89	203	

- Write steps to create salary slip for the given data.

	A	B	C	D	E	F	G	H	I
1	HRA RATE	15%	BONUS	10%					
2	DA RATE	10%	PF	20%					
3	MA RATE	20%	TAX	18%					
4									
5	EMP. NAME	BASIC SALARY	HRA	DA	MA	BONUS	PF	TAX	SALARY
6	SATISH	25000							
7	NIKHIL	30000							
8	YASH	35000							
9	KALIKA	20000							
10	JANHAVI	22000							

- Write Steps to find total marks of each students for the given data.

	A	B	C	D	E	F	G
1	Name	Biology	Chemistry	Physics	English	Hindi	Total
2	sheetal	56	85	35	44	96	
3	ram	74	64	24	94	41	
4	meet	35	39	58	44	42	
5	yash	30	54	96	42	66	
6	sagar	74	56	32	99	75	
7	riya	78	46	28	22	46	
8	nidhi	45	69	43	56	25	
9							

- Write note on File tab menu in sequence in MS-Excel.