



Plot No. 2, Knowledge Park-III, Greater Noida (U.P.)–201306

## POST GRADUATE DIPLOMA IN MANAGEMENT (2019-2021) END TERM EXAMINATIONS (TERM -1)

Subject Name: **MS-Excel Value Added Course**

Time: **02.00 hrs**

Sub. Code: **VAC-01**

Max Marks: **50**

### Note:

1. Writing anything except Roll Number on question paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.
2. All questions are compulsory.
3. Students need to save their files on Desktop with the name like: SectionName\_RollNumber\_Name Example: *SectionA\_011\_Abhishek*
4. Please ensure all the three questions to be kept on the same file on the same sheet
5. Explanation on the formula may be added in the adjacent cells / Comments

**Question 1:** Prepare a Report in MS Excel for manually calculating EMI for a loan using the Simple Interest Formula. A Sample sheet is given for your reference.

1. You may prepare the sheet with formulas for achieving the EMI as shown in the table.
2. Copy the data in same sheet lower part. Now replace the values and try to find the EMI for new values as Principal = Rs. 5,00,000/- Rate of Interest = 12% per annum, Duration of Loan = 03 years. The Principal Outstanding should reach closer to ZERO in 36<sup>th</sup> Installment.

Principal	300000		Installment no.	Principal Outstanding	Interest Paid	Principal Paid
Rate	12	percent per annum	1	300000.00	3000.00	25936.22
Time	1	yrs	2	274063.78	2740.64	26195.58
			3	247868.20	2478.68	26457.54
EMI	28936.22		4	221410.66	2214.11	26722.11
			5	194688.55	1946.89	26989.33
			6	167699.21	1676.99	27259.23
			7	140439.98	1404.40	27531.82
			8	112908.16	1129.08	27807.14
			9	85101.03	851.01	28085.21
			10	57015.82	570.16	28366.06
			11	28649.75	286.50	28649.72
			12	0.03	0.00	28936.22

(10+10=20)



# GL BAJAJ

Institute of Management & Research

Approved by A.I.C.T.E., Ministry of HRD, Govt. of India

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**Question 2: Prepare an invoice in MS-Excel with the formatting as done in screenshot:**

	A	B	C	D	E	F
1	<b>Your Company Name</b>		<b>INVOICE</b>			
2	<i>Your Company Slogan</i>					
3	Street Address					
4	City, ST ZIP Code					
5	Phone (509) 555-2222 Fax (509) 555-1111					
6	Website: www.yourcompany.com					
7						
8	<b>DATE:</b>	September 13, 2019				
9	<b>INVOICE NO #</b>	1				
10						
11	<b>Bill To:</b>	Name			<b>Ship To:</b>	Name
12		Company Name				Company Name
13		Street Address				Street Address
14		City, ST ZIP Code				City, ST ZIP Code
15		Phone				Phone
16						
17						
18	<b>Comments or Special Instructions:</b>					
19						
20	<b>SALESPERSON</b>	<b>P.O. NUMBER</b>	<b>SHIP DATE</b>	<b>SHIP VIA</b>	<b>F.O.B. POINT</b>	<b>TERMS</b>
21						Due on receipt
22						
23	<b>QUANTITY</b>	<b>DESCRIPTION</b>			<b>UNIT PRICE</b>	<b>AMOUNT</b>
24	1					\$ -
25						
26						
27						
28						
29						
30						
31						
32						
33					<b>SUBTOTAL</b>	\$ -
34					<b>TAX RATE</b>	8.60%
35					<b>SALES TAX</b>	-
36					<b>SHIPPING &amp; HANDLING</b>	
37					<b>TOTAL</b>	\$ -
38						
39	Make all checks payable to <b>Your Company Name</b>					
40	If you have any questions concerning this invoice, contact Name, Phone Number, E-mail Address					
41						
42						
43	<b>THANK YOU FOR DOING BUSINESS WITH US!</b>					
44						
45						

(6)

**Question 3: Prepare the datasheet as given below and complete the task with the same data in same/ different sheets as needed:**

Record Number	Product Name	Amount	Salesman	Region	DisPCT	DISAMT	Final Amount	Remarks
1001	CD	5000	Taukir	Delhi	10	500	4500	Transaction 1001 is Small
1002	DVD	270000	raja	Mumbai	5	13500	256500	Transaction 1002 is BIG
1003	mouse	300000	anshul	Kolkata	2	6000	294000	Transaction 1003 is BIG
1004	Key board	150000	ramakant	Jaipur	3	4500	145500	Transaction 1004 is Medium
1005	Hdd	12000	Tushar	Patna	4	480	11520	Transaction 1005 is Small
1006	Fdd	12000	Suneel	Delhi	5	600	11400	Transaction 1006 is Small
1007	CD	105300	Sanjay	Mumbai	10	10530	94770	Transaction 1007 is Medium
1008	DVD	200000	Srini	Kolkata	15	30000	170000	Transaction 1008 is Medium
1009	mouse	270000	Raghu	Delhi	20	54000	216000	Transaction 1009 is BIG
1010	Key board	300000	Makarand	Mumbai	5	15000	285000	Transaction 1010 is BIG
1011	Hdd	150000	Taukir	Kolkata	5	7500	142500	Transaction 1011 is Medium
1012	Fdd	12000	Suneel	Jaipur	6	720	11280	Transaction 1012 is Small
	<b>Record No.</b>	<b>Product Name</b>	<b>Final Amount</b>					
	1006	FDD	11400					

1. Sheet1 Create a section in the same sheet where we get the Product name and Final Amount by entering only Record Number.
2. On the same sheet apply the filters for product name containing “dd”.
3. Sorting of the data on the basis of Amount and then second level sorting on Final Amount.
4. Conditional formatting on the final amount for sales amount less than 20000 as Red colour, More than 2,50,000 as green colour.
5. Add one more column in the last which gives summary as
  - “Transaction 1001 is small transaction” if the final amount is less than 20000
  - “Transaction 1001 is medium size” if the final amount is less than 200000
  - otherwise show “Transaction 1001 is big transaction”. (This should be done with a formula).
6. Create a bar chart showing the City wise sales report.

(6 x 4 = 24)