Excel Project – ABC Corporation Sheet

ABC Corporation								
Name	Designation	Basic Pay	HRA	TA	DA	Tax	Total Pay	Net Pay
Samar	Manager	10000	30% of Basic Pay	5% of Basic Pay	40% of Basic Pay	20% of Basic Pay		

Instruction:

1. Enter data for 10 persons.

2. Align the data item in the center of a Cell.

3. Use the formula 'Total Pay = Basic Pay + HRA + TA + DA' to calculate the Total Pay.

4. Use the formula 'Net Pay = Total Pay - Tax' to calculate the Net Pay.

5. Heading ABC Corporation should be Bold, Center of a Cell and must be underlined.

6. Using the Name and Basic Pay draw a Line, Bar, Pie and Column Chart.

7. Add filter to the above data and view selected rows based on different criteria.