

- (a) In Spreadsheet, Enter the following data.

Employee Name	Basic Pay	DA	HRA	Gross Pay	Insurance	P.F.	Net Salary
Anil Kumar	8500						
Sunita Devi	12500						
Roji Sharma	16500						
Farida Khan	18500						
Gunita Devi	24000						
Total Amount							
Highest Employee Salary							
Lowest Employee Salary							
Total Insurance Collected							

- (b) Calculate DA as 80% of Basic Pay and HRA as 10% of basic pay + DA.
(c) Find out Net Salary (giving the deductions of Insurance 10% of Basic pay and P.F. 5% of Basic pay).
(d) Find out the Highest and lowest Salary of the Employee.
(e) Calculate the total Insurance collected from all the employee.
(f) Apply two decimal notations to all the numeric values.

(25)