

CAREER JYOTI EDUCATION

COMPUTER & TYPING INSTITUTE

HEK KADAM JOB KI AUR

W e l c o m e





How **Advanced Excel**
Training Course Can Help
Your **Carrer Growth?**



CAREER JYOTI EDUCATION
COMPUTER & Typing Institute





INTRODUCTION

करियर ज्योति एक संस्था है जो आपके करियर के लिए, आपके उज्वल भविष्य के लिए कार्यरत है। प्रतिज्ञा बंद है। करियर ज्योति आपको कंप्यूटर के ज्ञान से साथ-साथ आपको जॉब, व्यक्तिव विकास तथा कार्य कुशल बनाता है। करियर ज्योति के बच्चे आज एक नये उच्चायो पर अपनी सफलता का परचम फहरा रहे हैं।

YOUR SUN SHINE STUDENTS



SHIVSHANAKR SHUKLA
WEB DEVELOPER



SOHEL JAVED
OFFICE STAFF



PRACHI UPADHYA
OFFICE STAFF



KALYAN BRANCH

SUN SHINE STUDENTS



SHRADDHA ZAWARE
ACCOUNTANT



SUSHIL DUBEY
SALES TEAM MANAGER



SAJID MANIYAR
HARDWARE ENGINEER

NOW IT'S YOUR TURN

**WHAT
ABOUT
YOU?**





CAN IT'S POSSIBEL?

YES ... IT'S POSSIBLE

BUT HOW ???

**CAREER JYOTI है तो
POSSIBEL सब है।**

Jobs in Banking field

बैंक में नौकरी करने
के लिए कौन-सा
कंप्यूटर कोर्स करना
पड़ता है ?



विडियो पसंद आने पर लाइक और Share जरूर करें ।

Advanced MS Excel Expert

BAPOLE JARA JYOTI'S INSTITUTE LIMITED

Ref: 101

₹ 7,000 - 10,000 per month **₹ 100,000**

10 hrs / day / 5 days

Job Profile

- To handle all the data related to accounting & other credit bill - debit and payable, advanced MS Excel spreadsheet data and generate reports.

From 10 days to 1 year

MS Excel (Advanced)

₹ 7,000 - 10,000 per month

Qualification

- BBA/B.Com/CA/ICWA/ICMA/ICAI
- MS Excel/MS Word
- Fresh Graduate/Experienced

Key Qualification

- BBA/B.Com/CA/ICWA/ICMA/ICAI
- MS Excel/MS Word
- Fresh Graduate/Experienced



Specialty Sub Category & Description

Account Receivable

₹ 7,000

10 hrs / day / 5 days

To handle all the data related to accounting & other credit bill - debit and payable, advanced MS Excel spreadsheet data and generate reports.

Microsoft Excel for Account Receivable

₹ 7,000 - 10,000 per month

CANDIDATES SHOULD HAVE GOOD KNOWLEDGE OF EXCEL

AND RESPONSIBILITY OF WORK AND BE ABLE TO

GENERATE REPORTS

SHOULD HAVE GOOD KNOWLEDGE OF ADVANCED EXCEL

WORK FOR PERSONAL AND PROFESSIONAL GROWTH

APPLY WITH CONFIDENCE ONLY

Job Type: Full Time, Part Time, Regular (Permanent)



₹ 7,000

MS Excel - Beginner

₹ 7,000 - 10,000 per month

10 hrs / day / 5 days

₹ 7,000 - 10,000 per month **₹ 100,000**

10 hrs / day

Key Qualification

- Should have good knowledge of MS Excel
- Should have good knowledge of MS Word
- Should have good knowledge of MS PowerPoint

From 10 days to 1 year

SYLLABUS



1. Operator Function.
2. If Function.
3. Discount Calculation
4. Multiple If Function.
5. And Function.
6. Or Function.
7. Sumif Function.
8. Count Function.
9. Countif.
10. Counta.
11. Formual Tab
12. Data Tab
13. Data Validation
14. Look-Up Funcation
15. H - Look-up Function.
16. V - Look-up Function.
17. Pivot Table Function
18. Pivot Table Chart
19. Goal Seek.
20. Consolidate.
21. Pmt
22. Ppmt
23. Ipm
24. Extra - Flash Fill
25. Extra - Concatenate



1. Operator Function



Names	Operator	Formula
Addition	+	A1+B1
Subtraction	-	A1-B1
Multiplication	*	A1*B1
Division	/	A1/B1
Power	^	A1^B1
Percentage	%	A1*5%
Equal	=	A1=B1
Greater Than Equal	<	A1<B1
Less Than Equal	>	A1>B1

1. Operator Function Formula

Name	Cell1	Cell 2	Formula
ADD	67	567	=A1+B1
SUB	34	54	=A1-B1
MUL	34	34	=A1*B1
DIV	24	3	=A1/B1
POWER	2	3	=A1^B1
PERCENTAGE	345	5	=A1*5%



CAREER JYOTI EDUCATION COMPUTER & TYPING INSTITUTE

NAME	PHONE NUMBER	STOCK	PROCESSED	DELIVERED	REJECT	PER PRICE	TOTAL AMOUNT	DISC		NET AMOUNT	INSTALLMENT 1ST	INSTALLMENT 2ND	BALANCE
NORUJ	0073010	40	20	10	0	10000	22000	2%	+Total Amount 5%	-Total Amount 5%	20000	20000	-Total Amount 5%
KORUJ	5000	30	10	2	0	10000	10000	2%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
MURUJ	0000000	25	10	0	0	10000	10000	2%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
KORUJ	0000000	40	20	10	10	15000	15000	5%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
JANUJ	0000000	40	20	10	10	10000	10000	7%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
MURUJ	0000000	40	20	10	10	8000	10000	2%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
NORUJ	0000000	20	10	0	0	3000	40000	2%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
MURUJ	0000000	30	10	2	10	8000	10000	2%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
MURUJ	0000000	20	10	0	0	10000	10000	2%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%
CHANDUJ	0000000	40	20	10	10	8000	10000	7%	+Total Amount 5%	-Total Amount 5%	10000	10000	-Total Amount 5%

Logical Function :-

Through this function we can apply the different type of logic related to the problem.

Logical Function provide the many formula.

- 1) IF Function
- 2) Multiple IF Function
- 3) AND Function
- 4) OR Function

IF Function

- According to this function we can check the condition and we can also check the true or false condition .
- **Excel IF Function.** The IF function can perform a logical test and return one value for a TRUE result, and another for a FALSE result. For example, to "pass" scores above 70:
=IF(A1>70,"Pass","Fail"). More than one condition can be tested by nesting IF functions.

Problem 1:- Write A Program Related To The Age And Print The Result Voter And Non-voter.
Hint : =If(Select Age>=18,"Voter","Non-Voter")



Advance Diploma in Computer Application RS. 46,500/-
ADCA
 DURATION : 12 MONTHS

- | | |
|------------------------------------|---------------------------------------|
| 1)Comp. Fundamentals | 12)Tally Prime |
| 2)Windows10 | 13)Adv. Tally with GST |
| 3)Ms-Paint
Project | 14)Prof. Tally Prime |
| 4)Notepad
Project | 15)Graphics Designing
Project |
| 5)WordPad
Project | 16)Coral Draw
Photoshop (Optional) |
| 6)Adv Ms-Word 2019
Project | 17)Hardware Engg. |
| 7)MS-Excel 2019
Project | 18)Window Installation |
| 8)Power Point PPT
Project | 19)Google Forms
Project |
| 9) Ms-Outlook
Project | 20)Printing & Scanning
Project |
| 10)Concepts Of Internet | 21)Tally 108+ Project |
| 11)Adv. Excel level 1,2
Project | 22)Share Market |
| | 23)Basic HTML
Project |

INSTALLMENT RS. 23,000/- (10000+5000+5000+3000)
 LUMP SUM PAY : RS. 22,000/-
 EXAM BY : S-MAX REGD. BY GOVT. OF INDIA

SR.NO.	NAME	AGE	STATUS
1	Ram	21	Voter
2	Nakul	16	Non-voter
3	Rahul	16	Non-voter
4	Somesh	17	Non-voter
5	Sagar	18	Voter
6	Jeetu	22	Voter

Problem 2:- Write A Program Related To The Age And Print The Result Married And Un-married.
Hint : =If(Select Age>=21,"Married","Un-Married")

Diploma in Computer Application DCA DURATION : 6 MONTH		RS. 36,000/-
1)Comp. Fundamentals 2)Windows 10 3)Ms-Point Project 4)NotePad Project 5)WordPad Project 6)Adv Ms-Word 2019 Project 7)MS-Excel 2019 Project 8)Power Point PPT Project 9) Ms-OutLook Project 10)Concepts Of Internet	11)Adv. Excel level 1,2 Project 12)Tally Prime Project 13)Adv. Tally with GST Project 14)Tally 100+ Project 15)G-mail & Zip File Project 16)Google Forms Project 17)Printing & Scanning Project 18)Share Market	
INSTALLMENT RS. 18,000: (5000+5000+5000+3000) LUMP SUM PAY : RS. 17,000:- EXAM BY : E-MAX RECOG. BY GOVT. OF INDIA		

Sr.No.	Name	Age	Status
1	Ram	21	Married
2	Nakul	16	Un-married
3	Rahul	16	Un-married
4	Somesh	17	Un-married
5	Sagar	18	Un-married
6	Jeetu	22	Married

Problem 3:- Write A Program Related To The Mark Sheet And Calculate Total , Percentage And Print Pass And Fail? **Hint : = If(Select Percentage >= 50, "Pass", "Fail")**



CAREER JYOTI EDUCATION

MARKSHEET 2022-2023

SER NO	NAME OF STUDENTS	MATH	SCI	ENG	HINDI	HAR	SET	TOTAL	PERAGE	STATUS
1	RISHI SHAR	85	95	78	98	67	88	653	75.7	PASS
2	KAVYA PANDY	87	76	91	98	38	85	579	69.8	PASS
3	SUNISHA	67	93	78	67	57	78	536	64.5	PASS
4	KHANNA SUNITA	87	88	91	78	93	87	625	75.6	PASS
5	ADARSH KARAN	86	65	78	98	67	88	572	69.0	PASS
6	NEHA SHARMA	78	88	91	78	31	85	572	69.0	PASS
7	POOJA KUMAR	67	91	78	67	57	88	556	67.0	PASS
8	UMESH	87	88	91	78	22	87	573	69.1	PASS
9	SHREYAS	86	65	78	98	67	88	572	69.0	PASS
10	ANISHA	87	76	91	98	38	85	579	69.8	PASS



Problem 4:- Write A Program Related To The Salary And Print The Bonus If Salary Is Greater Equal To 12,000 Than Print The Bonus 15% Other Wise Print Bonus 8%?

Hint : = If(Select Salary >= 12000, Select Salary * 15%, Select Salary * 8%)



CAREER JYOTI EDUCATION
Beams with passion

ADV. TALLY PRIME WITH GST

20%
DISCOUNT

START FROM
Rs. 10,000

- Tax Inclusive, GST Free
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- Installation, Backup & Restore
- Quick Support & Training
- Most - Used & Cheapest Option
- Quick Installation & Support

EVERY NEW DAY IS A BONUS.

Name	Salary	Bonus
Chandni	18000	2700
Manisha	30000	4500
Khushboo	12000	960
Kajal	9000	720
Sangeeta	5000	400
Ritika	32000	4800

Project Assignments



Multiple IF Function

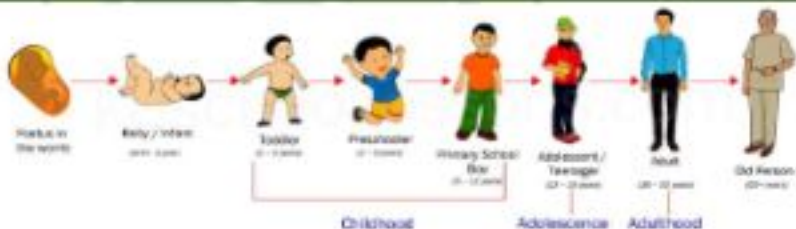
Multiple If Function:-

Through this function we can check the one or more condition at a time.

Problem 1:- Write a program related to the age and print the different students according to age.

Condition

- >80 "Very Old"
- >40 "Old"
- >25 "Young"
- >15 "Teen Ager"
- >10 "Child"
- "Baby"



Formula: - =If(select Age>=80,"Very Old",If(select Age>=40,"Old",If(select Age>=25,"Young",If(select Age>=15,"Teenager",If(select Age>10, "Child", "Baby")))))



Name	Age	Status
Chandni	16	Teen Ager
Jeetu	18	Teen Ager
Shreenath	82	Very Old
Krittika	2	Baby
Shrinivas	12	Child
Badal	26	Young
Jay	45	Old

उसी, जसो और वन सस रूप की प्रति न हो
करी
सब एक मत करी:

Problem 2:- Write A Program Related To The Code And Print The Different Post?

Hint : =`IF(select Code=2001,"Jm",IF(select Code=2002,"Rd",IF(select Code=2003,"Sales",IF(select Code=2004,"Hr","None Of Post"))))`



Name	Code	Post
Chandni	2001	CEO
Manisha	2002	Manager
Kajal	2003	Sales
Nikita	2004	HR
Khushboo	2005	None Of Post



Problem 3:- Write A Program Related To The Mark Sheet And Calculate Total , Percentage , Result And Print Grade **Hint :-** `if(select Percentage >= 90, "A", if(select Percentage >= 80, "B"))`

if >= 90, "A"

if >= 80, "B"

if >= 70, "C"

if >= 60, "D"

Fail



CAREER JYOTI EDUCATION

MARKSHEET 2022-2023



SR.NO	NAME OF STUDENTS	MATH	SCI	ENG	HINDI	MAR.	SST	TOTAL	%AGE	STATUS
1	RDHI BEDI	90	81	78	95	80	85	519	86.50	A
2	KARTA YADAV	80	70	78	80	75	80	493	82.17	C
3	NOOR BEDI	75	71	78	80	87	85	506	84.33	B
4	KORAL GUPTA	77	73	78	70	80	77	453	75.50	D
5	AKHIL PATIL	85	85	78	90	87	88	513	85.50	B
6	HELINA SINGH	70	70	78	75	70	75	438	73.00	D
7	PARAG SINGH	87	79	78	80	87	85	506	84.33	B
8	IRISHA S	73	73	78	80	77	77	436	72.67	D
9	RAM PANDAY	80	88	78	95	80	85	511	85.17	B
10	NADESH SINGH	73	70	77	80	80	75	455	75.83	D



Problem 4:- Write A Program Related To The Salary And Print The Bonus

Hint : = If(select Salary>=60000, Select Salary*25%,if(select Salary>=40000,select Salary*20%))

S>=60000*25%

S>=40000*20%

S>=30000*15%

S>=20000*10%

5%

Certificate Course in Application

CCA

DURATION : 3 MONTH

- 1)Comp. Fundamentals
- 2)Windows10
- 3)Ms- Paint Project
- 4)NotePad Project
- 5)WordPad Project
- 6)MS-Excel 31 Formula Project
- 7)Concepts Of Internet

- 8)Graphics Designing Project
- 9)Google Forms Project
- 10)Printing & Scanning Project
- 11)Tally Prime Project
- 12)Tally GST Project
- 13)Basic HTML

INSTALLMENT RS. 10,000/- (5000 + 2500 + 2500)

LUMPSUM PAY : RS. 9500/-

EXAM BY : E-MAX RECOG. BY GOVT. OF INDIA

RS.
~~20,000/-~~

Name	Salary	Bonus
Chandni	70000	17500
Manisha	50000	10000
Khushboo	40000	8000
Kajal	30000	4500
Sangeeta	20000	2000
Ritika	9000	450

Project Assignments



AND Function

Through this function we can apply the one or more condition at a column.

In the end function we can apply the different type of logic "if any condition false than represent answer false, if all condition true than represent the answer true"



CAREER JYOTI EDUCATION
Brand in Education

20% Discount

ADV. TALLY PRIME WITH GST

- All Inclusive, Full Time
- Hard & Soft Copy
- Program, Manual, Course
- 100% Satisfaction
- Free demo program
- 100% Achievement

START FROM
Rs. 10,000

Condition 1 st	Condition 2 nd	Result
True	True	True
True	False	False
False	True	False
False	False	False

Problem 1:- Write a program related to the basic salary and print the incentive according to the salary and post?

- Salary ≥ 90000 And Post Manager 18%
- Salary ≥ 60000 And Post CA 15%
- Salary ≥ 40000 And Post HR 13%
- Salary ≥ 30000 And Post JM 10%



Name	Salary	Post	Result
Chandani	35000	Gm	3500
Manisha	65000	Ca	9750
Khushboo	45000	Hr	5850
Kajal	95000	Manager	17100

Formula:- =If(and(select Salary \geq 90000,select Post="manager"),select Salary*18%, If(and(select Salary \geq 60000,select Post="ca"),select Salary *15%, If(and(select Salary \geq 40000,select Post="hr"),select Salary*13%,If(and(select Salary \geq 30000,select Post="jm"),Select Salary*10%))))

Problem 2:- Write a program related to the Mark sheet and calculate Total, Percentage And print Result According to all Subject



CAREER JYOTI EDUCATION

MARKSHEET 2022-2023

SR.NO	NAME OF STUDENTS	MATH	SCI	ENG	HINDI	MAR	NET	TOTAL	PERCENTAGE	STATUS
1	ROHIT SHARMA	99	98	78	59	91	89	562	92.00	A
2	KAVITA SHARMA	86	70	55	50	34	30	325	54.16	C
3	SHUBHAM	18	28	22	20	12	14	134	22.33	FAIL
4	KOMAL GUPTA	47	87	98	75	87	77	469	78.16	B
5	AKSHAY KUMAR	45	62	78	50	67	50	452	75.33	B
6	NEHA SHARMA	77	77	58	59	47	40	357	59.50	B
7	PARVATI SHARMA	67	94	78	57	62	54	412	68.67	C
8	ANSHIKA	31	59	45	57	22	17	232	38.66	D
9	RAM SHARMA	59	88	98	77	91	78	591	98.50	A
10	NIKHIL SHARMA	41	57	22	50	27	21	148	24.66	FAIL

Formula :- =If(and(select 1st Subject>=35,select 2nd Subject>=35,select 3rd Subject>=35),"Pass","Fail")

Problem 3:- Write a program related to the age and status and print different post?



WE ARE HIRING
OFFICE ADMINISTRATOR

MAIN JOB DUTIES:

- Preparing proposals
- Preparing quotations and invoices
- Preparing monthly reports
- Working with customers
- Assist Management Team where necessary

QUALIFICATIONS:

- Basic accounting experience
- Proficiency in Microsoft Excel
- Excellent organizational skills
- Administrative experience

Age	Status	Post
Age>60	Old	Retired
Age>30	Young	JM
Age>20	Teen Ager	CA
Age>15	Child	Student

Formula :- =If(and(select Age>=60,select Status="old"),"Retired", If(and(select Age>=30,select Status="young"),"JM", If(and(select Age>=20, Select Status= "Teen Ager"),"CA", If(and(select Age>=15,select Status= "Child"),"Student"))))

ADCA 46,000/-

1)Comp. Fundamentals
2)Windows 10
3)Ms-Word
4)Ms-Paint
5)Power Point
6)Word Pad
7)MS-Excel 2019
8)Power Point PPT
9) Ms Outlook
10)Concepts Of Internet
11)Ms. Excel level 1,2

12)Tally Free
13)Ms. Tally with GST
14)Prot. Tally Prime
15)Sketches Designing
16)Corel Draw
17)Wordless Eggs
18)Window Installation
19)Google Forms
20)Printing & Scanning
21)Tally 100+ Project
22)Share Market
23)Basic HTML

INSTALLMENT NO. 21,000/-
LUMP SUM PAY : 46,000/-
DASH BY : S-HAR REDDY, BY GOVT. OF APRA

Name	Age	Status	Result
Aniket	18	Child	student
Shreenath	64	Old	retired
Shreenivas	34	Young	JM
Jay	25	Teen ager	CA

Problem 4:- Write a program related to the interview selection if qualification is grater than 12 and computer skill is yes print selected other wise not selected

Diploma in Computer Application **RS. 36,500/-**

DCA
DURATION : 6 MONTH

1)Comp. Fundamentals	11)Adv. Excel level 1,2 Project
2)Windows 10	12)Tally Prime Project
3)Ms-Paint Project	13)Adv. Tally with GST Project
4)Notepad Project	14)Tally 100+ Project
5)WordPad Project	15)G-mail & Zip File
6)Adv. Ms-Word 2019 Project	16)Google Forms Project
7)MS-Excel 2019 Project	17)Printing & Scanning Project
8)Power Point PPT Project	18)Share Market
9) Ms-Outlook Project	
10)Concepts Of Internet	

INSTALLMENT RS. 18,000/- (5000+2000+2000+2000)
LUMP SUM PAY - RS. 17,000/-
EXAM BY : C-MAX BOARD, BY GOVT. OF INDIA.

Helpline No. 9175580883 / 9894117176/9140881064

	D	E	C	G
4				
5				
6	VAV:	QUALIFICATION	COMPUTER SKILL	STATUS
7	AJEET	15	YES	=IF(AND(E7>=12,
8	ANURAG	13	NO	F7="YES"),
9	WAN S-	9	YES	"SELECTED","NOT
10	WANGES	12	YES	SELECTED")
11	WOHAN	10	NO	NO_SELECTED

OR Function

- According to this function we can check the one or more condition "if all condition true than represented answer true, if any condition false than the answer print true, if all condition false than represented answer is false."

सी. आर्. एड. कोर्स
 Join करी, का सुनकर
 विना 800 777

सुनकर विना का का
 जल्दी 1 Course का .

Condition 1st	Condition 2nd	Result
True	True	True
True	False	True
False	True	True
False	False	False



Problem 1:- Write a program related to the basic salary and print the incentive according to the salary or post?



- Salary ≥ 90000 and post manager 18%
- Salary ≥ 60000 and post CA 15%
- Salary ≥ 40000 and post HR 13%
- Salary ≥ 30000 and post JM 10%

Name	Salary	Post	Result
Chandani	35000	GM	3500
Manisha	65000	CA	9750
Khushboo	45000	HR	5850
Kajal	95000	Manager	17100

Formula:- =if(or(select salary \geq 90000,select post="Manager"),select salary*18%, if(or(select salary \geq 60000,select post="CA"),select salary *15%, if(or(select salary \geq 40000,select post="HR"),select salary*13%, if(or(select salary \geq 30000,select post="JM"), select salary*10%))))

Project Assignments



CAREER JYOTI EDUCATION

ANNUAL EXAM REPORT

2022- 2024

Sl	Student Name	English	H/W/B	Mathematics	Science	Social Science	Total	Full marks	Percentage %	Division	Grade
1	Jhon Wick	78	90	90	90	70	378	500	75.60	1	A
2	Thor Ragnarok	60	67	90	55	60	372	500	74.20	1	A
3	Iron Man	78	90	90	90	60	398	500	79.60	1	A
4	Spider Man	23	66	44	65	30	228	500	45.60	Fail	D
5	Super Man	45	44	90	57	78	294	500	58.80	2	B
6	Avi Man	78	90	90	90	44	392	500	78.40	1	A
7	Black Widow	89	46	70	77	45	327	500	65.40	1	A

Whitney High School

Class:	IX	Session:	2019-20
Roll:	1	Date of Birth	1/5/2000
Name :	Ron	Father's Name	Lukas

Subjects	Total Marks	Passing Marks	Marks Obtained	Grade
English	100	35	15	
Math	100	35		
Physics	100	30		
Chemistry	100	35		
Biology	100	35		

Total Marks :		Obtained Marks:	
Passing Marks:		Percentage:	
Result:		Grade:	

Grade 3 Marksheet (Term - I) 2021-2022

Sr. No	Student Name	Science										
		Periodic Test - 1			Periodic Test - 2			Term 1 Final				
		Max marks (30)	%	Grade	Max marks (30)	%	Grade	Max marks (50)	Practical (20)	Total	%	Grade
1	Rekha	28	93.333	A*	25	83.333	A	40	20	60	85.714	A
2	Naina	25	83.333	A	28	93.333	A*	46	20	66	94.286	A*
3	Sumeet	24	80	A	29	96.667	A*	45	19	64	91.429	A*
4	Pranjal	23	76.667	B	30	100	A*	39	19	58	82.857	A
5	Shekhar	25	83.333	A	30	100	A*	50	19	69	98.571	A*
6	Rahul	18	60	C	22	73.333	B	50	17	67	95.714	A*
7	Dinkar	10	33.333	F	21	70	B	36	18	54	77.143	B
8	Sita	29	96.667	A*	25	83.333	A	39	17	56	80	A
9	Gunjan	30	100	A*	26	86.667	A	47	20	67	95.714	A*
10	Seema	30	100	A*	28	93.333	A*	48	20	68	97.143	A*

SUM IF Function

- **Sum if function:-**
- Through this function sum a selection of cell depending on certain criteria.
- The SUMIF function is a worksheet function that adds all numbers in a range of cells based on one criteria (for example, is equal to 2000).
- The SUMIF function is a built-in function in Excel that is categorized as a Math/Trig Function. It can be used as a worksheet function (WS) in Excel. As a worksheet function, the SUMIF function can be entered as part of a formula in a cell of a worksheet.
- To add numbers in a range based on multiple criteria, try the SUMIFS function.

Formula:- =sum if(range,criteria,[sum range])

Problem 1:- Write A Program Related To The Product Calculate How Much Units Lava Sale In The Sheet



Name	Product Name	Date	Units	Rupees
Chandni	Lava	14/11/2016	25	25000
Nikita	Moto G	15/11/2016	23	45000
Khushbu	Moto E	16/11/2016	12	34000
Manisha	Samsung	17/11/2016	14	23000
Kajal	Vivo	18/11/2016	16	34000
Nakul	Lava	15/11/2016	18	23000
Rahul	Moto G	16/11/2016	24	34000
Someesh	Moto E	17/11/2016	22	23000
Naveen	Samsung	18/11/2016	21	45000
Jaetu	Vivo	15/11/2016	21	34000

Formula:- =SUMIF (Product range, Criteria "Lava", units range)

Project Assignments



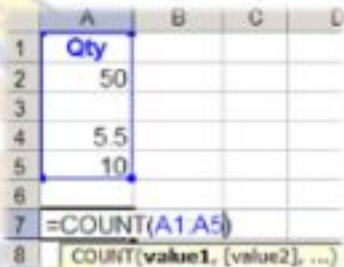
CAREER JYOTI EDUCATION**Multi Tasking Company**

Name	Product Name	Per Unit Price	Units	TOTAL
Chandni	LAPTOP	45000	12	
Nikita	MOUSE	500	54	
Khushbu	KEYBOARD	1000	17	
Manisha	DESKTOP	15000	16	
Kajal	LAPTOP	45000	16	
Nakul	MOUSE	500	68	
Rahul	KEYBOARD	1000	44	
Somesh	DESKTOP	15000	32	
Naveen	LAPTOP	45000	61	
Jeetu	MOUSE	500	31	

Product Name	Units	TOTAL
LAPTOP	12	

COUNT Function

- **Count if function:-**
- Use the **COUNT** function to get the number of entries in a number field that is in a range or array of numbers. For example, you can enter the following formula to count the numbers in the range A1:A20:
=COUNT(A1:A20). In this example, if five of the cells in the range contain numbers, the result is 5.



	A	B	C	D
1	Qty			
2	50			
3				
4	5.5			
5	10			
6				
7	=COUNT(A1:A5)			
8		COUNT(value1, [value2], ...)		

Formula:- =COUNT(A1:A20).

COUNT IF Function

- **Count if function:-** Through this function we can count the number of cells that meet certain criteria.
- Summary. **COUNTIF** is a function to count cells that meet a single criterion. ...
- **Count** cells that match criteria.
- A number representing cells counted.
- range - The range of cells to count. criteria - The criteria that controls which cells should be counted.

Formula:- =COUNTIF (range, criteria)

Problem 1:- Write A Program Related To The Attendance And Calculate Total Present And Absent In A Month

Sr.no	Name	1	2	3	4	5	6	7	8	9	10	Present	Absent
1	Chandni	P	P	A	P	P	A	P	P	P	P	8	2
2	Nikita	A	A	P	P	P	A	P	P	P	P	7	3
3	Khushbu	A	P	P	P	P	P	P	P	P	P	8	1
4	Manisha	P	P	P	P	A	P	P	P	A	A	7	3
5	Kajal	P	A	A	A	A	P	A	P	A	A	5	7
6	Nakul	A	A	A	A	A	P	P	A	P	P	4	6
7	Rahul	A	A	P	A	P	A	P	A	P	P	6	4
8	Somesh	P	P	P	P	P	A	P	A	A	P	7	3
9	Navan	P	P	P	P	P	A	P	A	A		7	3
10	Jaatu	P	P	P	A	A	P	A	P	P	P	7	3

Formula:- =CountIf(Total Day Range , "P")



COUNTA Function

- **CountA if function:-**
- Count the number of non-blank cells.
- A number representing non-blank cells.
- value1 - An item, cell reference, or range.
- The **COUNTA** function counts cells that contain numbers, text, logical values, error values, and empty text returned in formulas ("").

COUNTA Function Excel

=COUNTA(B2:D6,Total) [Total]

Examinations	Marks	Total
Raj	80	-COUNTA
Saurav	90	
Rohit		
Sudh		
Anil	85	

Number of Students: 5

Formula:- =COUNTA (value1, [value2], ...)

Project Assignments



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EMP Name	Date		Time		Status		Remarks		Date		Time		Status		Remarks		Date		Time		Status		Remarks		Date		Time		Status		Remarks	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Nice Mistry	P	P	9:30	9:30	P	A	P	A	P	9:30	9:30	P	P	P	P	P	P	9:30	9:30	P	P	P	P	9:30	9:30	P	P	P	P	P		
Aravind Purohit	P	L	9:30	9:30	A	L	P	P	P	9:30	9:30	A	P	P	P	P	P	9:30	9:30	L	A	P	P	9:30	9:30	L	P	A	A	P		
Arka Doshi	A	P	9:30	9:30	L	L	L	A	P	9:30	9:30	P	L	A	L	P	P	9:30	9:30	P	P	P	P	9:30	9:30	P	P	P	P	P		
Pratik Hingorani	P	P	9:30	9:30	P	P	P	P	P	9:30	9:30	P	P	A	P	P	P	9:30	9:30	P	P	P	P	9:30	9:30	P	P	P	P	P		
Clifford Doshi	L	P	9:30	9:30	P	P	P	P	P	9:30	9:30	P	L	P	P	P	P	9:30	9:30	P	P	P	P	9:30	9:30	P	P	P	P	P		
Dhruv N. N. N.	P	A	9:30	9:30	P	P	P	A	P	9:30	9:30	L	P	P	P	P	P	9:30	9:30	P	P	P	P	9:30	9:30	P	P	P	P	P		
Maya N. N. N.	P	P	9:30	9:30	P	P	P	P	P	9:30	9:30	P	P	A	P	L	P	9:30	9:30	P	P	L	P	9:30	9:30	P	P	L	P	P		
Rishi N. N. N.	P	P	9:30	9:30	A	P	L	P	L	9:30	9:30	P	P	P	P	P	P	9:30	9:30	P	P	A	L	9:30	9:30	P	P	P	A	P		
Lyn N. N. N.	P	A	9:30	9:30	P	P	L	P	P	9:30	9:30	P	P	P	P	P	P	9:30	9:30	L	P	P	P	9:30	9:30	P	L	L	P	P		
Shubh N. N. N.	L	P	9:30	9:30	P	P	P	P	P	9:30	9:30	A	P	A	P	P	P	9:30	9:30	P	P	P	P	9:30	9:30	P	P	L	L	P		
Pratik N. N. N.	L	P	9:30	9:30	A	P	L	P	P	9:30	9:30	P	P	P	P	P	P	9:30	9:30	P	L	P	P	9:30	9:30	P	P	P	A	P		
Aravind N. N. N.	P	L	9:30	9:30	P	P	P	P	P	9:30	9:30	P	P	P	P	P	P	9:30	9:30	P	P	A	P	9:30	9:30	P	P	L	P	L		
Aravind N. N. N.	P	P	9:30	9:30	P	P	P	P	P	9:30	9:30	L	P	P	A	P	P	9:30	9:30	P	A	P	P	9:30	9:30	P	L	P	P	P		
Megha N. N. N.	P	P	9:30	9:30	P	A	P	P	P	9:30	9:30	A	P	A	P	P	P	9:30	9:30	P	P	P	P	9:30	9:30	L	P	L	P	P		
Megha N. N. N.	P	P	9:30	9:30	P	P	P	P	P	9:30	9:30	P	P	P	P	P	P	9:30	9:30	P	P	P	P	9:30	9:30	L	P	P	P	A		
Aravind N. N. N.	P	P	9:30	9:30	P	P	P	P	P	9:30	9:30	P	L	P	P	P	P	9:30	9:30	A	P	P	P	9:30	9:30	L	A	P	P	P		
Aravind N. N. N.	P	A	9:30	9:30	P	P	P	L	P	9:30	9:30	P	P	P	P	P	P	9:30	9:30	L	P	L	A	9:30	9:30	P	P	L	A	P		

Present

Absent

Leave

Absenteeism

25%

✔ Definition: What is a Check Box in Excel?

A Check Box is a small square control in Excel that lets you tick (✔) or untick an option.

It is used for:

- Creating task lists
- Yes/No type inputs
- Interactive forms
- Dashboards & user controls
- Marking completed items

Check boxes are part of Form Controls in Excel.

How to Insert a Check Box in Excel (Steps)

Step 1: Enable the Developer Tab
(If already enabled, skip this step.)

1. Go to **File**
2. Click **Options**
3. Choose **Customize Ribbon**
4. On the right side, check the box for **"Developer"**
5. Click **OK**

Now the **Developer** tab will appear in the Excel ribbon.

Party Planning Checklist	Done	
Determine date and time	<input checked="" type="checkbox"/>	TRUE
Determine theme	<input checked="" type="checkbox"/>	TRUE
Create a guest list	<input checked="" type="checkbox"/>	TRUE
Send invitations	<input type="checkbox"/>	FALSE
Plan activities	<input checked="" type="checkbox"/>	TRUE
Hire caterer	<input type="checkbox"/>	FALSE
Make shopping list	<input type="checkbox"/>	FALSE
Check the venue	<input type="checkbox"/>	FALSE
Set out decorations	<input type="checkbox"/>	FALSE
Prepare food & drinks	<input type="checkbox"/>	FALSE
Put my party clothes on	<input type="checkbox"/>	FALSE

	A	B	C	D	E	F	G
1	Party Planning Checklist	Done					
2	Determine date and time	<input checked="" type="checkbox"/>	TRUE				
3	Determine theme	<input type="checkbox"/>	FALSE				
4	Create a guest list	<input checked="" type="checkbox"/>	TRUE				
5	Send invitations	<input checked="" type="checkbox"/>	TRUE				
6	Plan activities	<input type="checkbox"/>	FALSE				
7	Plan menu	<input type="checkbox"/>	FALSE				
8	Make shopping list	<input checked="" type="checkbox"/>	TRUE				
9	Clean the house	<input checked="" type="checkbox"/>	TRUE				
10	Set out decorations	<input type="checkbox"/>	FALSE				
11	Prepare food & drinks	<input checked="" type="checkbox"/>	TRUE				
12	Put my party clothes on	<input checked="" type="checkbox"/>	TRUE				
13							
14	Total tasks	11	=COUNTA(A2:A12)				
15	Completed tasks	7	=COUNTIF(B2:B12,TRUE)				
16	% of Completed tasks	63.64%	=COUNTIF(B2:B12,TRUE)/COUNTA(B2:B12)				
17							
18	Is everything good to go?	Nope :(=IF(B14=B15, "Yep!", "Nope :(")				

B C D E F G

S.No	Customer Name	Invoice No.	Amount	Payment Status	Remarks
1	Mangesh Kumar	123	6485	<input checked="" type="checkbox"/>	Paid
2	Satish Kaushik	124	7544	<input type="checkbox"/>	Pending
3	Anuj Mishra	125	7886	<input type="checkbox"/>	Pending
4	Sunil Singh	126	7441	<input type="checkbox"/>	Pending
5	SK Srivastava	127	4452	<input type="checkbox"/>	Pending
6	Harsh Kumar	128	9527	<input type="checkbox"/>	Pending
7	Surajpal Singh	129	3462	<input type="checkbox"/>	Pending
8	Anupam Srivastava	130	8482	<input type="checkbox"/>	Pending

✓ Definition: Automatic Adjust Column & Row in Excel

- AutoFit is a feature in Excel that automatically adjusts the width of columns and the height of rows so that the text fits perfectly.
- It removes extra space
- Makes all data visible
- Makes the sheet neat and clean
- AutoFit works for both columns and rows.



- Shortcut Method: AutoFit Columns & Rows
- Select entire sheet:
Ctrl + A
- Then:
- AutoFit Column Width → Alt + H + O + I
- AutoFit Row Height → Alt + H + O + A

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LOOKUP

ID	UNITS	PRICE	TOTAL
101	45	5000	225000
102	32	6000	192000
103	34	3400	115600
104	58	4500	261000
105	54	5670	306180
106	34	6540	222360
107	45	7889	346005
108	56	7654	428624
109	67	4567	305989

ID	UNITS	PRICE	TOTAL

Formula:- =LOOKUP (Lookup_value, Lookup_vector, [Result_vector])

WORKSHEET 1 PRODUCT KEY

	A	B	C
1	ITEM ID	CATEGORY	NAME
2	ATB9321	Electronics	D-brand 30" TV
3	DB05407	Appliances	DoorMat Doorstop
4	DB12903	Appliances	Energy Saving Bulb
5	DB05408	Appliances	Refrigerator Model 11
6	TA022081	Movies & TV	Movie Collection 2011
7	TA022081	Movies & TV	Movie Collection 2011
8	TA022082	Movies & TV	Movie Collection 2012
9	DB11271	Appliances	Pestry Bag Tips (Pack)
10	ES99120	Apparel	Royal Crown Coat
11	AT12301	Electronics	Tablet 30" TV
12	AT12302	Electronics	Tablet 30" TV
13	BS09760	Accessories	Travel Bag Backpack
14	DB02380	Appliances	UV MINI Lamp
15	AT09704	Electronics	External Storage Kit

WORKSHEET 2 ORDERS

	A	B	C
1	ITEM ID	CUSTOMER	ITEM NAME
2	RA22962	Adam R.	
3	ATB9321	Deo M.	
4	DB68706	Daniel J.	
5	AT12302	Heather B.	
6	DB11271	Emily I.	
7	DB02380	Jim B.	
8	RA22960	John T.	
9	DB05407	John V.	
10	RA22962	Kate U.	
11	AT12301	Erang M.	
12	AT09704	Henry H. E.	
13	RA05080	Isis	
14	DB11271	Rose D.	
15	AT09704	Samuel S. W.	

Assignment 2:- Write a program related to the Staff Detail Use V-Lookup And search Staff detail

Name	Post	Salary	City
Ashok	HR	65767	UNR
Dhanajay	CA	45000	KALYAN
Manish	MD	57655	KALYAN
Manisha	JM	56744	UNR
Mihir	YU	67000	UNR
Mohit	HJ	78678	KALYAN
Nomeesh	ID	45000	THANE
Ruchika	JK	23000	AMBERNATH
Santosh	KD	65000	AMBERNATH
Swapnil	KL	12000	THANE

Name	Post	Salary	City
Manisha	JM	56744	UNR

H-LOOKUP Function

HLOOKUP stands for Horizontal Lookup and can be used to retrieve information from a table by searching a row for the matching data and outputting from the corresponding column. While **VLOOKUP** searches for the value in a column, **HLOOKUP** searches for the value in a row.

Student name	A	B	C	D	E
Arnav	75	65	70	60	58
Iconatics	85	72	78	68	67
Management	70	68	80	72	58
Mathematics	80	90	75	85	67

Fetch Marks of D in Management	<code>=HLOOKUP("D",A1:F4,4)</code>
--------------------------------	------------------------------------

HLOOKUP: Horizontal Lookup value
 Table_array: Table array
 Row_index_num: The value in the first row of table_array must be entered in ascending order
 Range_lookup: TRUE - Approximate match, FALSE - Exact match

Formula:- =HLOOKUP(value to look up, table area, row number)

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H-LOOKUP

NAME	SAVA	SYNO	MOTO	OFFO	NAME	LEVA
AJAY	58	67	78	87	AJAY	
RAM	45	45	60	70	KAM	
RICHAN	56	67	78	87	RICHAN	
MANISH	54	41	54	65	MANISH	
ADHAY	48	66	67	78	ADHAY	
ANURAG	34	34	54	65	ANURAG	



Formula:- =HLOOKUP(value to look up, table area, row number)

Assignment 2:-

	A	B	C	D	E	F	G	H	I	J	K
1	Student Name	Amy	Doug	Steve	Glenn	Mark	Symon	Tim	Jack		
2	Marks in Science	64	75	82	65	55	42	55	78		
3	Marks in Maths	87	52	68	92	72	60	51	49		
4	Marks in English	79	40	61	40	56	71	55	89		

Fetch Steve's Marks in English

```
=HLOOKUP("Steve",A1:I4,4,FA15F)
```

```
=HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])
```

V-LOOKUP Function

The V in VLOOKUP stands for vertical, and the LOOKUP portion represents exactly that – the feature's ability to look up and extract data, vertically, from another table, based on an associated value.

Excel's official definition of VLOOKUP in its function database is as follows:

Looks for a value in the leftmost column of a table, and then returns a value in the same row from a column you specify. By default, the table must be sorted in ascending order.

Formula:- =Vlookup(lookup_value, Table_array, Col_index_num, Range_lookup)

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V-LOOKUP

Name	Post	Salary	City
Ashok	HR	65767	UNR
Dhanraj	CA	45000	KALYAN
Munish	AD	57855	KALYAN
Arunsha	JM	56744	UNR
Mihir	YU	67000	UNR
Mohit	HJ	78678	KALYAN
Nomesh	D	45000	THANE
Ruchika	JK	23000	ANDERNATH
Santosh	KD	65000	ANDERNATH
Swapnil	KL	12000	THANE

Name	Post	Salary	City

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Formula:- =Vlookup(lookup_value, Table_array, Col_index_num, Range_lookup)



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23,1st Main Road, Ganyanagar, Behind CBI Office on Bellary Road
 Bangalore - 560032
 Payslip for Jun-2015

Employee Name	: Maniraj	PF No	: KN/abcd/303
Employee ID	: TDMU3	UAN	: 985762594222
Designation	: Sr. Member Technical Staff	Work Location	: Hyderabad
Department	: Engineering	LOP Days	: 0.00
Date of Joining	: 01/04/2011	Worked Days	: 30.00
ESI Number	: 1005615616	Bank A/c No	: 1235468748941

Earnings	Amount (INR)	Deductions	Amount (INR)
BASIC	51538.00	Income Tax	20210.00
HRA	20615.00		
Conveyance Allowance	800.00		
Medical Allowance	1250.00		
LTA	10417.00		
Special Allowance	32020.00		
	116640.00		20210.00

Net Pay	: 96430.00
Amount in Words	: Rupees NinetySix Thousand Four Hundred and Thirty Six Only
Mode of Payment	: Bank Transfer
Total Net Payable	: 96430.00

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Job details

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Job type

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Accounting

Benefits & perks

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Benefits

Life Insurance, Provident Fund

Life Insurance, Provident Fund

Full Job Description

Experience of minimum 6-7 years

Job description

- Prepare financial statements and maintain ledger books of accounts
- Analyze knowledge of accounting for preparing financial statements
- To maintain and update ledger systems related to GST, Excise duty, Customs and other related matters
- Responsible for compliance with bank, financial, government and other regulations
- Will be responsible for maintaining records
- Knowledge of financial statements and budgets

B. Tax and regulatory compliances

• Knowledge of Income Tax, GST and other regulatory dues

B. Tax and regulatory compliances

- Knowledge of Income Tax, GST and other regulatory dues
- Understanding of government order and regulations
- High attention to detail
- High responsibility and ability to work under pressure

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What is the meaning of EMI?

An **Equated Monthly Installment** (EMI) is a fixed payment made by a borrower to a lender on a specified date of each month. EMIs are applied to both interest and principal each month so that over a specified time period, the loan is paid off in full.

EMI क्या होता है



EMI के फ़ायदे,
जोखिम,
प्रकार

EMI CALCULATION

PMT Function:-

The Excel PMT function is a financial function that returns the periodic payment for a loan. You can use the NPER function to figure out payments for a loan, given the loan amount, number of periods, and interest rate. rate - The interest rate for the loan. nper - The total number of payments for the loan.

Formula:- =PMT(rate, nper, pv, [fv], [type])

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DCA

DURATION : 3 MONTHS

RS.

36,300/-

1)Comp. Fundamentals
2)Windows10
3)Ms-Paint
Project
4)Notepad
Project
5)WordPad
Project
6)Adv. Ms-Word 2019
Project
7)MS-Excel 2019
Project
8)Power Point PPT
Project
9) Ms-OutLook
Project
10)Concepts Of Interno

11)Adv. Excel level 1,2
Project
12)Tally Prime
Project
13)Adv. Tally with GST
Project
14)Tally 100+ Project
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Project
18)Share Market

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EXAM BY : E-MAX RECOG. BY GOVT. OF INDIA

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1) Comp. Fundamentals	12) Tally Prime
2) Windows 10	13) Adv. Tally with GST
3) Ms- Paint Project	14) Prof. Tally Prime
4) AutoCAD Project	15) Graphics Designing Project
5) Word Pad Project	16) Corel Draw Photoshop (Optional)
6) Adv. Ms-Word 2019 Project	17) Hardware Engg.
7) MS-Excel 2019 Project	18) Window Installation
8) Power Point PPT Project	19) Google Forms Project
9) Ms-Outlook Project	20) Printing & Scanning Project
10) Concepts Of Internet	21) Tally 100+ Project
11) Adv. Excel level 1,2 Project	22) Share Market
	23) Basic HTML Project

INSTALLMENT RS. 21,000/- (1000/-+20000/-+1000/-)

LUMP SUM PAY : RS. 22,000/-

EXAM BY : BIRSA REGD. BY GOVT. OF INDIA.

The PMT function syntax has the following arguments:

Rate - Required. The interest rate for the loan.

Nper - Required. The total number of payments for the loan.

Pv - Required. The present value, or the total amount that a series of future payments is worth now; also known as the principal.

Fv - Optional. The future value, or a cash balance you want to attain after the last payment is made. If fv is omitted, it is assumed to be 0 (zero), that is, the future value of a loan is 0.

Type - Optional. The number 0 (zero) or 1 and indicates when payments are due.

Formula:- =PMT(rate, nper, pv, [fv], [type])

EMI CALCULATION

career jyoti education

EMI

CAR	500000
DIPOSIT	100000
YEAR	5
RATE	10%
EMI	

months	intrest	principal	total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

future value

month	2000
year	10
rate	15%
amount	

=PMT(D9/12,D8*12,D6-D7)**=PMT(10%/12,5*12,500000-100000)****=PMT(0.008333333,60,400000)**

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Formula:- =PMT(rate, nper, pv, [fv], [type])

Consolidation in Excel

- **Consolidation in Excel is a feature that combines data from multiple worksheets or workbooks into one summary sheet.**

It is used when similar data is stored in different places and you want a single aggregated report.

✓ Where it is Used

Excel Consolidation is commonly used in:

1. Multi-Branch Reports

- Monthly sales from different branches
- Region-wise performance reports
- Department-wise expenses

2. Multi-Sheet Data Summary

• If each team member maintains their own sheet, you can combine all results into one summary.

3. Financial Statements

- Combine Profit & Loss data from different months
- Consolidate budgets from different departments

4. Project Management

- Combine task hours, cost sheets, or resource usage from different project files

✓ Job-Level Benefits (Career Advantages)

✦ 1. Useful for Accounting & Finance Jobs

- Quickly combine data from multiple ledgers or branches
- Saves time in month-end reports

✦ 2. Beneficial for MIS & Data Analyst Roles

- Helps prepare weekly/monthly consolidated dashboards
- Improves speed and accuracy

✦ 3. Useful for Admin & HR Roles

- Combine attendance, salary sheets, training records
- Makes reporting easier

✦ 4. Helps Managers & Team Leads

- Merge team performance reports
- Prepare summary reports for management

✦ 5. Reduces Manual Work

- No need to copy/paste data again and again
- Minimizes chances of error

✦ 6. Makes You More Efficient & Professional

- Shows advanced Excel skills
- Increases chances of promotion
- Builds confidence in data handling

Q1 ABC Enterprises				
Product	Jan	Feb	Mar	Total
Coffee	369	420	294	1083
Candy	487	470	333	1290
Chocolate	498	486	302	1286
Sugar	327	432	292	1051
Milk Powder	394	254	244	892
Biscuits	272	372	360	1004
Cold Drinks	455	218	287	960
Energy Drink	346	383	291	1020
Fruit Juice	475	393	206	1074
Total	3623	3428	2609	9660

Q2 ABC Enterprises				
Product	Apr	May	Jun	Total
Coffee	187	513	430	1130
Candy	520	342	397	1259
Chocolate	143	102	228	473
Sugar	429	300	334	1063
Milk Powder	335	173	542	1050
Biscuits	420	360	361	1141
Cold Drinks	230	539	114	883
Energy Drink	254	561	365	1180
Fruit Juice	581	586	332	1499
Total	3099	3476	3103	9678

Q3 ABC Enterprises				
Product	Jul	Aug	Sep	Total
Coffee	695	409	621	1725
Candy	505	290	582	1377
Chocolate	516	495	677	1688
Sugar	692	515	208	1415
Milk Powder	621	643	477	1741
Biscuits	461	379	282	1122
Cold Drinks	409	309	539	1257
Energy Drink	608	444	237	1289
Fruit Juice	579	655	412	1646
Total	5086	4139	4035	13260

Q4 ABC Enterprises				
Product	Oct	Nov	Dec	Total
Coffee	336	466	298	1100
Candy	662	556	365	1583
Chocolate	243	495	253	991
Sugar	490	117	590	1197
Milk Powder	176	336	296	808
Biscuits	561	702	171	1434
Cold Drinks	322	450	656	1428
Energy Drink	446	529	563	1538
Fruit Juice	462	635	296	1393
Total	3698	4286	3488	11472



Sl	10	20	30	40	50	60	70
1001	100110	100120	100130	100140	100150	100160	100170
1002	100210	100220	100230	100240	100250	100260	100270
1003	100310	100320	100330	100340	100350	100360	100370
1004	100410	100420	100430	100440	100450	100460	100470
1005	100510	100520	100530	100540	100550	100560	100570
1006	100610	100620	100630	100640	100650	100660	100670
1007	100710	100720	100730	100740	100750	100760	100770
1008	100810	100820	100830	100840	100850	100860	100870
1009	100910	100920	100930	100940	100950	100960	100970
1010	101010	101020	101030	101040	101050	101060	101070

Ctrl + ~





MIS Report in Excel – Definition

- **MIS (Management Information System) Report** in Excel is a structured report that provides important business information to management for decision-making.
- It summarizes large data into:
 - KPIs
 - Trends
 - Performance reports
 - Comparisons
 - Forecasting
- **In short:**
☞ *MIS Report = Right information + Right format + Right time for management.*



Use & Job-Level Benefits

- Used for business decision-making
 - Helps track performance & trends
 - Supports Sales, HR, Finance & Operations
 - Job-Level Benefits:
 - High-demand skill in every sector
 - Boosts analytical & reporting skills
 - Helps in promotions & better salary
- 

Employees Daily Sales Report

Sl No.	Employee Name	Item	Quantity	Rate	Amount
1	Vidya Gupta	Keyboard	2	750.00	1,500.00
2	Rudra Singh	1000	3	1,750.00	5,250.00
3	Vidya Gupta	RAM	4	1,150.00	4,600.00
4	Rangana Goudan	Mouse	6	400.00	2,400.00
5	Sunit Gupta	Keyboard	7	500.00	3,500.00
6	Rahul Pandey	UPS	3	3,400.00	11,800.00
7	Ravi Rajan	Printer	4	3,400.00	13,600.00
8	Varun Singh	UPS	3	1,700.00	5,100.00
9	Vidya Gupta	1000	6	3,150.00	18,900.00
10	Rangana Goudan	Printer	2	2,575.00	5,150.00
11	Sunit Gupta	Toner	14	700.00	9,800.00
12	Ravi Rajan	Mouse	3	300.00	900.00
13	Varun Singh	Toner	4	550.00	2,200.00
Total			75		114,200.00

Employee Name	Item	Quantity
Ravi Rajan	1000	2
Rudra Singh	Keyboard	3
Rahul Pandey	Mouse	3
Rangana Goudan	Printer	6
Sunit Gupta	RAM	7
Varun Singh	Toner	4
Vidya Gupta	UPS	14

Date	Amount
7/01/2021	1,500.00
7/02/2021	5,250.00
7/03/2021	4,600.00
7/04/2021	2,400.00
7/05/2021	3,500.00
7/06/2021	11,800.00
7/07/2021	13,600.00
7/08/2021	5,100.00
7/09/2021	18,900.00
7/10/2021	5,150.00
7/11/2021	9,800.00
7/12/2021	900.00
7/13/2021	2,200.00
Total	114,200.00

COMPUTER II



CASH
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तुझ्या मित्रांना पण लावा आणि
CASH BACK घ्या .

HURRY
UP!



Thank
you!

