

MARK LIST

AIM: To prepare students mark list in Ms-excel by using Formulas.

PROCEDURE:

STEP : 1. First go to file menu and choose new sub menu and select work sheet option and click ok.

STEP : 2. Enter the fields Reg No, students name, subject-Tamil, English, Maths, Science, Social, Total, Average, Result and grade.

STEP : 3. Enter the Register number, names, and marks and grade.

STEP : 4. To find the total, Enter the Formula = sum (ex: C3:H3) this will give the total at the marks.

STEP : 5. Enter the formula in the formula bar finding average . =average (total/no of subjects)

STEP : 6. In the result column type the formula in the formula menu as = IF(AND (Tamil>=40,English>=40,Maths>=40,Science>=40,Science>=40),”pass”,”fail”) the result of the student will be displayed.

STEP : 7. In the grade column the formula in the formula bar

=IF(cellNo>=100,"Distinction",IF(cell No>=60,"First",IF(cell No>=50,"SE(NO)",IF(cell No>=40,"NIL"). This will give the grade of the student.

STEP : 8. save the file.

RESULT: Thus student mark sheet is prepare, in Ms-excel using formulas.

mk list - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Q10

S.NO	NAME	TAMIL	ENGLISH	MATHS	SCIENCE	SOCIAL	TOTAL	AVERAGE	RESULT	GRADE
1	AA	74	75	82	74	75	380	76	PASS	DISTINCTION
2	BB	62	80	74	62	80	358	71.6	PASS	FIRST CLASS
3	CC	65	58	78	65	58	324	64.8	PASS	FIRST CLASS
4	DD	56	69	88	56	69	338	67.6	PASS	FIRST CLASS
5	EE	68	54	53	68	54	297	59.4	PASS	SECOND CLASS
6	FF	56	78	76	56	78	344	68.8	PASS	FIRST CLASS
7	GG	97	55	87	97	55	391	78.2	PASS	FIRST CLASS
8	HH	54	67	78	54	67	320	64	PASS	FIRST CLASS
9	II	54	87	87	54	87	369	73.8	PASS	DISTINCTION
10	JJ	68	65	78	68	65	344	68.8	PASS	FIRST CLASS

Sheet1 Sheet2 Sheet3

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EXCEL CHART:

AIM: To prepare a chart using Ms-excel.

PROCEDURE:

STEP : 1. Go to file menu and select new sub menu and click work sheet option.

STEP : 2. Enter the data in the work sheet and select the data table.

STEP : 3. choose the chart wizard from insert menu be the chart type.

STEP : 4. Give the chart like and define X-axies and Y-axies.

STEP : 5. Finally click the finish button new we get the chart for the data table selected.

STEP : 6. save the file.

RESULT:

Thus a chart is prepare using Ms-excel.

Document1 - Microsoft Word

Chart Tools

Home Insert Page Layout References Mailings Review View Design Layout Format

Change Chart Type Save As Chart Type Template

Switch Row/Column Select Data Edit Data Refresh Data

Quick Layout Quick Styles

10 TOTAL
10 YUVA
9 VVS LA
8 PATHA
7 RAINA
6 SHEW
5 VIRAT
4 BALAJ
3 KAMB
2 TENDU
1 DHON

SCORE

Page: 1 of 1 Words: 0

Chart in Microsoft Office Word - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

D17

	A	B	C	D	E	F	G	H	I
1	S.NO	PLAYERS NAME	SCORE						
2	1	DHONI	58						
3	2	TENDULKAR	90						
4	3	KAMBER	65						
5	4	BALAJI	45						
6	5	VIRAT KOHLI	54						
7	6	SHEWAG	35						
8	7	RAINA	60						
9	8	PATHAN	70						
10	9	VVS LAKSHMAN	80						
11	10	YUVARAJ SING	70						
12		TOTAL	627						
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

Sheet1

Ready

EB BILL USING FILTER OPTION

AIM:

To create electricity bill and use filter to view records according to the conditions in Ms-excel.

ALGORITHM:

STEP : 1. open a new work sheet in Ms-excel.

STEP : 2. create electricity bill with the columns EB-number, name, current reading, previous reading, total units, costumed and amounts.

STEP : 3. In the units column type the formula in the bar C previous reading (C3) current reading (D3)=
C3-D3)

In the amount column type the formula in the formula bar =if
(and(E3>=200,E3<=500,E3>.,IF(E3>=500,E3*2,E3X0.8))

STEP : 4. click in the data menu choosing the fixed and click in auto filter option.

STEP : 5. click in heading cell which in named as “amount”

STEP : 6. Choose the custom options and apply the conditions (Eg.Amount>500) the records satisfying a particulars conditions can be filtered.

RESULT: Thus the electricity bill is created using Ms-excel and records and filtered.

EMPLOYEE PAY SLIP

AIM: To prepare an employee pay slip using Ms-excel.

PROCEDURE:

STEP : 1.

First click the file menu and choose the sub menu.

STEP : 2.

Enter the field employed No, Name, Basic pay, DA, HRA, LIC,etc.

STEP : 3.

The DA, HRA, PF, and LIC are calculate by

$$\text{DA} = \text{Basic Pay} \times 75/100$$

$$\text{HRA} = \text{Basic Pay} \times 10/100$$

$$\text{PF} = \text{Basic Pay} \times 12/100$$

$$\text{LIC} = \text{Basic Pay} \times 5/100$$

STEP : 4.

The gross pay can be calculate by adding allowances with basic salary use sum function and required cells. Gross pay =Basic pay+DA+HRA

STEP : 5.

To find the deduction using sum function add LIC and PF

STEP : 6. net pay is calculated by deduction total from gross pay I2-J2 click enter.

RESULT: Thus on employee pay slip is prepared in Ms-excel.

Ex: NO: 9

DATE: 20.09.19

GENERATING THE FINAL ACCOUNTS FROM THE GIVEN TRIAL BALANCE

AIM:

To prepare final accounts using tally from trial balance.

PROCEDURE:

STEP 1: Create the company name: Problem 1

STEP 2: Select company → Accounting information from gateway of tally.

STEP 3: Accounting information → Group → create.

STEP 4: Through Accounting information → Ledger → create

STEP 5: Gateway of tally → Accounting Voucher Creation → (FT) Journal

STEP 6: Profit & Loss can be viewed through Gateway of tally → Profit & Loss a/c

STEP 7: Balance Sheet viewed through gateway of tally → Balance Sheet

RESULT:

thus we generated the final A/c from
Trial balance using tally and result being

Gross Profit	:	312.00
Net Profit	:	77.50
Balance Sheet	:	544.50

EX: No: 9
 DATE: 20.09.19
 CALCULATE THE FINAL ACCOUNTS FROM THE GIVEN TRIAL BALANCE

From the following Particulars prepare Trading Profit & Loss a/c for the year ended 31.12.2009
 The balance sheet

Particulars	Amount (Rs.)
Sales	83000
Land & Building	13700
Creditors	6100
Wages	12600
Carriage inwards	900
Travelling expenses	5300
Sales return	600
Purchase return	100
Capital	29600
Bank overdraft	5000
Opening Stock	8200
Sundry Debtors	9300
Bills Receivables	1200
Purchase	33600
Discount Received	200
Furniture	7400
Salaries	16900
Insurance	600
Plant	10000
Cash	3700

Adjustment:

1. Closing Stock RS. 7000
2. Provide 10% Depreciation on Plant
3. Insurance was prepaid for a quarter
an amount RS 3000 was due for
wages

Tally Solutions F2 LLC, 1988-2006				TallyGold - Multi User
http://www.tallysolutions.com				St. No.: 19246-2967
P: Print	E: Export	U: Upload	L: Language	H: Help
Particulars		Tally 1 1-Apr-2006 to 31-Mar-2007	Particulars	Tally 1 1-Apr-2006 to 31-Mar-2007
Stock	4,200.00		Sales Accounts	82,000.00
Purchase Accounts	33,500.00		Sales	1,000.00
Purchase	31,800.00		Sales Returns	
Purchase Returns	1,100.00		Closing Stock	7,000.00
Direct Expenses	16,500.00		Stock	
Depreciation	900.00			
Wages	15,600.00			
Gross Profit b/f	31,200.00			
	89,400.00			89,400.00
Indirect Expenses	23,650.00		Gross Profit b/f	31,200.00
Depreciation	1,000.00		Indirect Income	200.00
Insurance	450.00		Discount Received	
Salary	12,900.00			
Traveling Expenses	5,300.00			
Net Profit	7,750.00			
Total	31,400.00	Total	31,400.00	

Tally Solutions F2 LLC, 1988-2006				TallyGold - Multi User
http://www.tallysolutions.com				St. No.: 19246-2967
P: Print	E: Export	U: Upload	L: Language	H: Help
Liabilities		Tally 1 as at 31-Mar-2007	Assets	Tally 1 as at 31-Mar-2007
Capital	29,600.00		Fixed Assets	30,100.00
Loans (Liability)	5,000.00	5,000.00	Furniture	7,400.00
Bank OD A/c			Land and Buildings	13,700.00
Current Liabilities	9,100.00		Plant	9,000.00
Sundry Creditors	6,100.00		Current Assets	21,350.00
Outstanding Expenses	3,000.00		Closing Stock	7,000.00
Profit & Loss A/c	7,750.00	7,750.00	Sundry Debtors	9,300.00
Opening Balance			Cash in hand	3,700.00
Current Period	7,750.00		Prepaid Expenses	150.00
			Bills Receivable	1,200.00
Total	31,450.00	Total	31,450.00	

A. 30

21
EX: NO: 10 CREATING VOUCHER ENTRIES AND
DATE: 25.09.19 GENERATING FINAL ACCOUNTS

AIM:

To prepare final accounts from Accounting Transaction using tally.

PROCEDURE:

- STEP 1: Create the name: Problem 2
- STEP 2: Select Company → Accounting information from gateway of tally.
- STEP 3: Accounting information → Group → Create
- STEP 4: Through Accounting information → Ledger → Create
- STEP 5: Gateway of tally → Accounting voucher → Payment, Receipt, Contra, Sales, Purchase, Debit Note, Credit Note.
- STEP 6: Profit & Loss can be viewed through Gateway of tally → Profit & Loss a/c
- STEP 7: Balance Sheet can be viewed through Gateway of tally → Balance Sheet.

RESULT :

Thus we generated the final A/c
from Profit & Loss and balance sheet
using tally result being:-

Gross Profit : 16980

Net Profit : 17380

Balance Sheet : 36630

Ex: No: 10 VOUCHER ENTRIES AND GENERATING
DATE: 25.10.19 FINAL ACCOUNTS

Enter the following transaction in the appropriate voucher and show the final account.

- Jan 1 : Mr. A contributed RS. 10000 cash and started a new business
- Jan 2 : Purchases goods worth RS. 1000
- Jan 3 : Sold goods worth RS. 2000
- Jan 4 : Purchases goods from Mr. X RS. 1500
- Jan 5 : Sold goods worth RS. 2500 to Mr. Y
- Jan 6 : Returned goods to Mr. X worth RS. 50
- Jan 7 : Mr. Y returned goods worth RS. 70
- Jan 8 : Deposited RS. 3000 in the SBI.
- Jan 9 : SBI paid Mr. X RS. 500 cheque No: 00040
- Jan 10 : Received RS. 1000 from Y.
- Jan 11 : Paid salary RS. 1000 each to two employees
- Jan 12 : Paid rent RS. 800
- Jan 13 : Outstanding salary RS. 200
- Jan 14 : Commission received RS. 1000
- Jan 15 : Outstanding interest RS. 500
- Jan 16 : Purchased furniture RS. 8000 from ABC & Co

Jan 17 : Sold goods worth RS. 15000

Jan 18 : Pre received Commission RS. 100

Jan 19 : Prepaid Rent RS. 200

Tally 2		Tally 2	
1-Apr-2006 to 31-Mar-2007		1-Apr-2006 to 31-Mar-2007	
Particulars		Particulars	
Profit & Loss A/c Sales Accounts 2,450.00 Purchase A/c 2,500.00 Purchase Return (450.00) Gross Profit c/b 17,600.00 Indirect Expenses 2,800.00 Rent 600.00 Salary 2,200.00 Net Profit 15,600.00	2,450.00 2,500.00 (450.00) 17,600.00 19,450.00 2,800.00 600.00 2,200.00 15,600.00	Sales Accounts 19,450.00 Sales A/c 19,500.00 Sales Return (450.00) Gross Profit b/f 19,450.00 Indirect Incomes 17,000.00 Commission Received 500.00 Interest 500.00	19,450.00 19,500.00 (450.00) 19,450.00 17,000.00 500.00 500.00
Total	18,400.00	Total	18,400.00

Tally 2		Tally 2	
as at 31-Mar-2007		as at 31-Mar-2007	
Liabilities		Assets	
Capital Accounts 10,000.00 A/c Capital A/c 10,000.00 Loans (if liability) 9,250.00 Current Liabilities 8,250.00 Sundry Creditors 200.00 Outstanding Expenses 800.00 Pre Received Income 15,600.00 Profit & Loss A/c 15,600.00 Opening Balance Current Period	10,000.00 10,000.00 9,250.00 8,250.00 200.00 800.00 15,600.00 15,600.00	Fixed Assets 8,000.00 Furniture 8,000.00 Current Assets 26,850.00 Closing Stock 1,450.00 Sundry Debtors 22,200.00 Cash-in-hand 2,500.00 Bank Accounts 500.00 Outstanding Income Prepaid Expenses 200.00	8,000.00 8,000.00 26,850.00 1,450.00 22,200.00 2,500.00 500.00 200.00
Total	34,850.00	Total	34,850.00

A. 30

EX: NO: 11 PREPARATION OF STOCK GROUPS AND STOCK
 DATE: 1.10.19 CATEGORIES AND REPORTING THE STOCK SUMMARY

AIM:

TO Create the Stock Group, Stock Categories,
 Stock item using tally.

PROCEDURE:

- STEP 1 : Create the Company Name : problem 3
- STEP 2 : Select Company → Inventory information
 from gateway of tally.
- STEP 3 : Features (Fill) → Inventory features →
 Purchase order (yes) Sales order (yes)
- STEP 4 : Gateway of tally → Inventory Information
 → units of measurement
- STEP 5 : Gateway of tally → Inventory Information
 → Stock groups
- STEP 6 : Gateway of tally → Inventory Information
 → Stock Categories
- STEP 7 : Gateway of tally → Inventory Information
 → Stock items
- STEP 8 : Gateway of tally → Accounting Information
 → Ledger → Create

STEP 9 : Gateway of tally → Accounting Voucher
 → Payment, Receipt, Contra, Sales,
 Purchase, Debit Note, Credit Note

STEP 10 : Stock Summary can be viewed
 Gateway of tally → Stock Summary(F5)

RESULT :

Thus we generate the Stock Summary
 using tally.

Stock Summary Grand total : 9719

Gross Profit	:	-
Net Loss	:	4000
Balance Sheet	:	2004325

Ex: No: 11 STOCK GROUPS AND STOCK CATEGORIES
 AND
 DATE: 1.10.2019 REPORTING THE STOCK SUMMARY

1. 01.04.2005 Mr. Karthic started business with cash 500000
 Building 1500000
2. 03.04.2005 open a current account with Punjab National Bank for RS. 100000
3. 05.04.2005 Bought the following items from Medicals

SHAMPOO

Clinic Plus 2 bottles @ ₹ 150 each
 All clear 5 bottles @ ₹ 75 each

PASTE

Colgate : 20 NOS - 200grms @ ₹ 79 each
 15 NOS - 100 grms @ ₹ 60 each
 20 NOS - 50grms @ ₹ 30 each

Close up : 10 NOS - 200 grms @ ₹ 71 each
 15 NOS - 100 grms @ ₹ 56 each
 5 NOS - 50 grms @ ₹ 30 each

HEALTH DRINKS

Horlicks : 1Kg @ ₹ 195 10 packs
 500 grms @ ₹ 99 20 packs

Viva: 1kg @ ₹ 150 5 packs

500 grms @ ₹ 75 10 packs

Bourn Vita: 1kg @ ₹ 170 20 packs

500 grms @ ₹ 100 5 packs

4. 17.04.2005 Sold the following items to
Sekar Stores.

Horlicks: 1kg 10 packs

Viva: 500 grms 9 packs

Close up each categories 5 NOS

Colgate first two categories 12 NOS

5. 28.04.2005 Returned goods to Vasan
medicals

Close up: 100 grms 2 NOS

Colgate: 50 grms 5 NOS

Horlicks: 500 grms 2 NOS

6. 01.05.2005 Sekar Store returned the
following

Horlicks: 1kg 1 packs

Close up: each categories 1 NOS

Colgate: 100 grms 2 NOS

7. 07.05.2005 Purchased a computer for office
purpose ₹ 25750
8. 14.05.2005 paid salary to clerk RS.1500
9. 17.05.2005 paid Rent RS.2500
10. 22.05.2005 withdrew cash for personal
use by cheque RS.10000
11. 27.06.2005 Sold old typewriter RS.1000

PARTICULARS		Tally 3 1-Apr-2006 to 31-Mar-2007	PARTICULARS		Tally 3 1-Apr-2006 to 31-Mar-2007
Opening Stock			Sales Accounts		4,606.00
Health Drinks			Sales A/c	5,078.00	
Pasta			Sales Return	(342.00)	
Shampoo			Closing Stock		9,719.00
Purchase Accounts		14,325.00	Health Drinks	6,782.00	
Purchase A/c	14,765.00		Pasta	2,342.00	
Purchase Return	(1,440.00)		Shampoo	874.00	
Gross Profit c/b		14,325.00			14,325.00
Indirect Expenses		4,000.00	Gross Profit b/f		4,000.00
Rent	2,500.00		Profit Loss		
Salary	(1,500.00)				
Total		4,000.00	Total		4,000.00

Liabilities		Tally 3 as at 31-Mar-2007	Assets		Tally 3 as at 31-Mar-2007
Capital Account		20,04,325.00	Fixed Assets		15,24,759.90
Karthick Capital	20,00,000.00		Building	15,00,000.00	
Karthick Drawing	(10,000.00)		COMPUTER	25,750.00	
Loans (Liability)			Type Writer	(11,000.00)	
Current Liabilities		14,325.00	Current Assets		4,75,575.00
Sundry Creditors	14,325.00		Closing Stock	9,719.00	
			Sundry Debtors	4,606.00	
			Cash-in-hand	3,71,250.00	
			Bank Accounts	50,000.00	
			Profit & Loss A/c		4,000.00
			Opening Balance		
			Current Period	4,000.00	
Total		20,04,325.00	Total		20,04,325.00

Tally 9 TallyGold - Multi User

Tally Solutions FZ LLC, 1998-2006 SI No.: BMG-2007

1 Apr 2006 Saturday

Party's A/c Name: Sekar Stores
 Current Balance: 4,605.00 Dr
 Sales Ledger: Sales Return

Name of Item	Quantity	Rate per	Amount
Borlicka 1 Kg	1 Pks	195.00 Pks	195.00
Close Up 200 Grams	1 Nos	71.00 Nos	71.00
Close Up 100 Grams	1 Nos	56.00 Nos	56.00
Close Up 50 Grams	1 Nos	30.00 Nos	36.00
Colgate 100 Grams	2 Nos	60.00 Nos	120.00
			472.00

472.00

QBCS Server

9 - Release 1 (English) Tue, 20 Feb, 2010 13:12:32

Tally 9 TallyGold - Multi User

Tally Solutions FZ LLC, 1998-2006 SI No.: BMG-2007

Stock Summary

Particulars	Tally 3 1 Apr 2006 to 31 Mar 2007		
	Quantity	Rate	Value
			3,172.00
Bourn Vita 1 Kg	20 Pks	170.00	3,400.00
Bourn Vita 500 Grams	5 Pks	100.00	500.00
Borlicka 1 Kg	1 Pks	195.00	195.00
Borlicka 500 Grams	15 Pks	99.00	1,482.00
Viva 1 Kg	5 Pks	150.00	750.00
Viva 500 Grams	1 Pks	75.00	75.00
			2,342.00
Close Up 100 Grams	9 Nos	56.00	504.00
Close Up 200 Grams	6 Nos	71.00	426.00
Close Up 50 Grams	1 Nos	30.00	30.00
Colgate 100 Grams	5 Nos	60.00	300.00
Colgate 200 Grams	8 Nos	75.00	632.00
Colgate 50 Grams	15 Nos	30.00	450.00
			675.00
Shampoo	5 btl	75.00	375.00
All Clear	2 btl	150.00	300.00
Close Plus			
Grand Total			5,719.00

QBCS Server

9 - Release 1 (English) Tue, 20 Oct, 2009 13:44:13

A 20

EX: NO: 12

GENERATING REPORTS FOR COST CENTRES

DATE: 04.10.19

AIM:

Generate reports for cost centres using tally.

PROCEDURE:

- STEP 1 : Create the Company Name: Problem 4
- STEP 2 : Select Company → Accounting Information from Gateway of tally.
- STEP 3 : Gateway of tally → Accounting information → Cost centre.
- STEP 4 : Gateway of tally → Accounting information → Cost Categories
- STEP 5 : Gateway of tally → Accounting Information → Ledger → create
- STEP 6 : Gateway of tally → Accounting Voucher → payment, Receipt, Contra, Sales, Purchase, make entries.
- STEP 7 : Cost Sheet can be viewed Gateway of tally → Display → Statement of Accounts → Cost centre → Cost centre Break up

RESULT:

Thus we generate the report for cost centre using tally.

Chennai : 117000

Trichy : 128000

Salem : 132000

Madurai : 117000

GROSS PROFIT : 95000

NET LOSS : 494000

~~Balance Sheet : 2540000~~

Ex: No: 12

COST CENTRES

DATE : 04.10.2019

1. XYZ Ltd started business with cash
RS. 2500000

2. purchase goods worth RS. 40000 M.Y.A
Salem Branch 40000

3. Sold goods RS. 135000
Chennai Branch RS. 40000
Trichy Branch RS. 50000
Salem Branch RS. 20000
Madurai Branch RS. 25000

4. Electricity expenses RS. 106000
Chennai Branch RS. 27000
Trichy Branch RS. 45000
Salem Branch RS. 12000
Madurai Branch RS. 22000

5. Salary to staff RS. 303000
Chennai Branch RS. 80000
Trichy Branch RS. 88000
Madurai Branch RS. 75000

Salem Branch RS. 60000

Rent of office Building RS. 80000 apportioned
to equally to all branches.

Cash Deposited in Bank RS. 500000 Commission
Paid RS. 100000 [Chennai 30%. Trichy 25%.
Madurai 25%. Salem 20%].

Tally 4		Tally 4	
1-Apr-2006 to 31-Mar-2007		1-Apr-2006 to 31-Mar-2007	
Particulars		Particulars	
Purchase A/c	40,000.00	Sales Accounts	1,35,000.00
Gross Profit c/b	95,000.00	Sales A/c	1,35,000.00
	1,35,000.00		1,35,000.00
Indirect Expenses	5,89,000.00	Gross Profit b/f	95,000.00
Commission Paid	1,00,000.00	Net Loss	4,94,000.00
Electricity Expenses	1,06,000.00		
Rent	80,000.00		
Salary	3,03,000.00		
Total	5,89,000.00	Total	5,89,000.00
Calculator	ODBC Server	Calculator	ODBC Server

Tally 4		Tally 4	
as at 31-Mar-2007		as at 31-Mar-2007	
Liabilities		Assets	
XYZ Capital A/c	25,00,000.00	Current Assets	25,46,000.00
Loans (Liability)	40,000.00	Closing Stock	15,40,000.00
Current Liabilities		Cash in hand	5,00,000.00
Sundry Creditors	40,000.00	Bank Accounts	
		Profit & Loss A/c	4,54,000.00
		Opening Balance	
		Current Period	4,54,000.00
Total	25,40,000.00	Total	25,46,000.00
Calculator	ODBC Server	Calculator	ODBC Server