

	A	B	C	D	E	F	G	H	I
1	Name								
2	Roll No								
3									
4	<b><u>Net Salary of Employee</u></b>								
	Sl.no.	Name	Designation	Basic Salary	House Rent Allowance	Medical Allowance	Travel Allowance	Provident Fund	Net Salary
5									
6	1	suresh	Clerk	17000					
7	2	abhinav	Peon	12500					
8	3	himanshu	Saleman	14500					
9	4	abhishek	Gardener	7500					
10	5	Ramesh`	Guard	9000					

House Rent Allowance = 9% of Basic Salary

Medical Allowance = 6% of Basic Salary

Travel Allowance = 7% of Basic Salary

Provident Fund = 5% of Basic Salary

Net Salary = Basic Salary + House Rent Allowance + Medical Allowance + Travel Allowance - Provident Fund

By following the given steps, you have to design the above worksheet using MS-Excel:

1. Open new Workbook of Excel.
2. Set paper size to 'A4', orientation to Landscape and margin to 'Narrow' or according to given measurement.
3. Change font size of cell to '14' and font name to 'Arial'.
4. Merge the cells of row 4, change the font size to 16 and make it Bold, Underlined and Center aligned.
5. Make the title of content of row 5 and column A Centre aligned and figures (data entered in concerned cell) Right aligned.
6. Change the Background colour of Allowance and Net Salary to given colour (as shown in above worksheet) and used appropriate function of excel to get these values.
7. Create border as given in above worksheet.
8. Adjust Height and Width of cells as required.

Save your Workbook with the name in given format and also Print this Worksheet.