

Swami Ramanand Teerth Marathwada University, Nanded

Four Days Online Administrative Staff Training Program on Technology for Effective Administration

Home Assignment: 12-05-2020

1. Create excel sheet showing "Due and Drawn statement for January – 2020 to July – 2020 (total 07 month)" after the announcement of new D.A. in month of August – 2020 Let Consider, Data for the month of January - 2020

BASIC=30000

GP=6600

DA=164%

For the month of July – 2020

BASIC=37700

GP=6600

DA=170%

Formula for Calculate Payment

$PAYMENT = ((BASIC+GP) + DA)$

2. *Create table in Excel sheet by using following fields*

- *Serial No*
- *Name*
- *Date of Meeting*
- *Name of College*
- *City*
- *PIN*

Write a letter using above fields also use mail merge technique to print Letters