

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Use of H-Lookup Function in MS Excel

-  **CBSE**
-  **ICSE**
-  **NTSE**
-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
-  **LAW Entrance**
-  **MBA Entrance**
-  **Railways & Metro Services**
- ...many more**

	A	B	C	D	E	F	G
1	Employee' s Salary Sheet						
2	Code id	100	101	102	103	104	105
3	Name	Aman	Shreya	Rohan	Shivani	Sahil	Mayank
4	Gender	Male	Female	Male	Female	Male	Male
5	Date of Joining	01-02-2011	01-10-2015	01-12-2019	01-04-2020	01-05-2025	01-02-2026
6	Deignation	HR	Sales	Cashier	Tax	Inventory	Accountant
7	Basic Salary	40000	25000	20000	35000	29000	42000
8	House Rent Allowance	2000	1000	400	2500	600	3000
9	Dearness allowance	400	250	200	350	100	70
10	Total Salary	42400	26250	20600	37850	29700	45070

Instructions:-

Ques.1 Merge the First Row and apply formatting (write text +font style (Trebuchet MS) + Bold + Blue Shading).

Ques.2 Calculate the "Total Salary" By using **SUM** Function (Basic salary+ House rent allowances + Dearness allowance).

Ques.3 Changing the "Date format"(Choose as per your choice) by using **Format Cells**.

Ques.4 Find out the "Designation" and "Dearness Allowance" of the following given code id by using **Hlookup** Function. (Select the data from the Code id).

Code id	102	105
Designation	?	?
Dearness Allowances	?	?