**INDIAN SCHOOL AL WADI AL KABIR**

**COMPUTER SCIENCE**

**CLASS VII Holiday Homework 2018-2019**

Create following table in MS Excel

1. Set the column width of name column to 20,Designation to 25 and date of birth to 15
2. Select the Salaries of all employees and change its format to currency with 2 decimal places using $ sign.
3. Select the date of birth column and change the date as dd-mmm-yy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | | | |
| **SL.NO** | **EMP CODE** | **NAME** | **DESIGNATION** | **SALARY** | **DATE OF BIRTH** |
| 1 | 290 | TARUN | MANAGER | 34450 | 5 may 1980 |
| 2 | 296 | SOHAIL | SECRETARY | 9140 |  |
| 3 | 275 | ARAVIND | ACCOUNTANT | 32450 |  |
| 4 | 256 | MITHUN | TEACHER | 19115 |  |
| 5 | 153 | MALIK | SALES | 16900 |  |
| 6 | 199 | JOSEPH | MARKETING | 29100 |  |
| 7 | 84 | JENNIFER | FINANCE | 22850 |  |
| 8 | 240 | JAMES | CLERK | 12650 |  |
| 9 | 151 | HUSSAIN | ENGINEER | 23780 |  |
| 10 | 300 | GUNJAN | PROFESSOR | 25950 |  |
| 11 | 61 | GOWTHAM | PRINCIPAL | 43990 |  |
| 12 | 255 | REKHA | RECEPTIONIST | 9800 |  |

**Remark: Holiday Homework Practice at Home. Evaluation will be done after holidays during the regular practical session.**

**☺ HAPPY HOLIDAYS ☺**