

National Institute of Open Schooling (NIOS)
Senior Secondary
Worksheet-36

L-36 USE OF SPREADSHEET IN BUSINESS APPLICATIONS

1. Every employee in an organization is paid remuneration to compensate for (or in consideration of) services rendered during a particular period. Use of Computers for maintaining the records Salary of employees is known as Payroll accounting. Write the basic components of payroll in **earning head**.
2. Every employee in an organization is paid remuneration to compensate for (or in consideration of) services rendered during a particular period. Use of Computers for maintaining the records Salary of employees is known as Payroll accounting. Write the basic components of payroll in **deduction head**.
3. Write the elements with appropriate formula used in payroll calculation.
4. Make a payroll design indicating all heads using MS Excel.
5. Write the full form of the following abbreviated terms:
 - BPE
 - DA
 - TRA
 - HRA
 - PF
 - TDS
6. Depreciation is calculated according to the policy of the organisation. There are basically two methods, namely the Straight-Line Method (SLM) and the Written Down Value Method (WDV). Explain the-
 - Straight Line Method (SLM)
 - Written Down Value Method (WDV).
7. How many categories Assets of a company/ firm are classified?
8. Give the details of the following terms:
 - Basic Pay
 - Grade Pay
 - Dearness Allowance
 - House Rent Allowance
 - Transport Allowance
9. Write the full form of the following abbreviated terms:

- DDB
- DB
- SYD
- SLN

10. What is Depreciation? Which schedule of Companies Act, 1956 shows the rates of depreciation for different classes of assets ?