The 0.1M means 0.1 mol in 1L. If you don't need 1L, but only 200 ml (0.2 L), the amount of substance is:

0. 1 * 0.2 L / 1L = 0.02 mol

If n = m/Mw , the m for NaCl is:

m =n*Mw =0.02 mol * 55.8 =1.116 g of NaCl

The mass of water is 200 g

If n = m/Mw , the m for Na2CO3 is:

m =n*Mw =0.02 mol * 106=2.12 g of Na2CO3

The mass of water is 200 g

The same with 250 ml of 0.2 N, but 0.2N is 0.2 M for NaCl and 0.4 for Na2CO3 (because of CO3 ^2-)

For NaCl :

m=(0.2*0.250)* 55.8 = 2.79 g of NaCl and 250 g of water.

For Na2CO3:

m==(0.2*0.250)* 106 = 5.3 g and 250 g of water.

3% means that mass of solved compound is dissolved in 97% of solvent. Water is a solvent and its mass is 100 g, So if 100 g is 97%, 3% is 3.09 g. (For NaCl and Na2CO3).