

MS Excel Practical Questions:

QNo. 1.

Objectives:

- Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
 - Formatting Worksheets.
 - AutoFill, Numeric formats, previewing worksheets.
- a) Create a new workbook as shown below and save the file with the name "Payroll".
 - b) Enter the labels and values in the exact cells locations as desired.
 - c) Use AutoFill to put the Employee Numbers into cells A6:A8.
 - d) Set the columns width and rows height appropriately.
 - e) Set labels alignment appropriately.
 - f) Use wrap text and merge cells as desired.
 - g) Apply borders, gridlines and shading to the table as desired.
 - h) Format cell B2 to Short Date format.
 - i) Format cells E4:G8 to include Rs sign with two decimal places.
 - j) Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked. 11. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.
 - k) Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
 - l) Set the work sheet vertically and horizontally on the page.
 - m) Save your work.

	A	B	C	D	E	F	G
1	Payroll						
2	Date:	1/1/2011					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S Tax	Net Pay
4	E00001	Ford	7.5	35	?	?	?
5	E00002	Mino	8	30	?	?	?
6	?	Bell	6.5	25	?	?	?
7	?	Devis	9	40	?	?	?
8	?	Turro	10	39	?	?	?

Ms Excel Practical Questions And Answers

David Kirk



Ms Excel Practical Questions And Answers:

Unveiling the Energy of Verbal Beauty: An Mental Sojourn through **Ms Excel Practical Questions And Answers**

In a world inundated with monitors and the cacophony of instantaneous connection, the profound energy and emotional resonance of verbal artistry frequently disappear in to obscurity, eclipsed by the constant onslaught of sound and distractions. Yet, nestled within the musical pages of **Ms Excel Practical Questions And Answers**, a fascinating work of fictional splendor that impulses with fresh thoughts, lies an unforgettable journey waiting to be embarked upon. Published by a virtuoso wordsmith, this enchanting opus instructions readers on an emotional odyssey, delicately revealing the latent possible and profound impact embedded within the intricate internet of language. Within the heart-wrenching expanse of this evocative analysis, we can embark upon an introspective exploration of the book is central styles, dissect its captivating publishing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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