

# 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 employees; 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	<b>Payroll</b>							
2	Date:	1/1/2011						
3	<b>EMPL Number</b>	<b>EMPL Name</b>	<b>Hourly Rate</b>	<b>Hours Worked</b>	<b>Gross Pay</b>	<b>S.S Tax</b>	<b>Net Pay</b>	
4	E00001	Ford	7.5	35	?	?	?	
5	E00002	Mino	8	30	?	?	?	
6	?	Bell	6.5	25	?	?	?	
7	?	Dev's	9	40	?	?	?	
8	?	Turno	10	39	?	?	?	

## QNo. 2.

### Objectives:

- Using Formulas.
- Header and Footers.

# Ms Excel Practical Exam Question Paper

**Michael Rajnik**



## **Ms Excel Practical Exam Question Paper:**

*Excel Practice Selective Schools and Scholarship Tests* James A. Athanasou, 1997 Excel Test Skills Selective Schools and Scholarship Tests Years 5 6 is a comprehensive study guide for the selective schools and scholarship tests usually undertaken in Year 6 The book contains sections on all four types of tests Maths English General Ability and Written Expression so students can prepare for exams with a minimum of stress and maximum results In this book your child will find an introductory section on how best to prepare for selective schools and scholarship examinations hundreds of practice questions for Mathematics English General Ability and Written Expression answers to all multiple choice questions explanations that outline the thinking skills required for each question a complete trial test paper **Excel Practice** Alan Horsfield, 1998 *50 Practice Sets Indian Army CLERK/SKT Exam* Major RD Ahaluwalya, 2022-03-05 Career in Indian Army has a place of dignity and passion among the youth Join the Indian Army series has been prepared to ensure the success of the candidates in written examination 1 50 Practice Sets for Indian Army clerk deals with Indian Army Clerk preparation 2 Questions are prepared as per the prescribed syllabus 3 Each practice set analyzes the difficulty level of the exam 4 Variety of questions is given to give insights of examination pattern 50 Practice Sets for Indian Army Clerk have been carefully compiled for the aspirants to clear their doubts about the exam Each practice set contains a good number and variety of questions to cover the entire syllabus as prescribed for the exam All the questions have been prepared keeping in line with the difficulty level of the paper which gives the exact feel of the exam This book follows the exact pattern that helps the students to analyze their prepare level and boost their confidence **Practice Book & Solved Papers** YCT Expert Team , 2023 UPPCL AA Practice Book Solved Papers **Essential SQA Exam Practice: National 5 Business Management Questions and Papers** Craig McLeod, 2022-04-29 Exam board SQA Level National 5 Subject Business Management First teaching August 2017 First exam Summer 2018 Practice makes permanent Feel confident and prepared for the SQA National 5 Business Management exam with this two in one book containing practice questions for every question type and topic plus two full practice papers all written by an experienced examiner b Choose b to revise by question type or topic b A simple grid enables you to pick particular question styles or course areas that you want to focus on with answers provided at the back of the book b Remember more in your exam b Familiarise yourself with the exam paper b Find out how to achieve a better grade Fully up to date with SQA s requirements The questions mark schemes and guidance in this practice book match the requirements of the revised SQA National 5 Business Management specification for examination from 2018 onwards 2025-26 RRB Nursing Superintendent Solved Papers and Practice Book. YCT Expert Team , 2025 26 RRB Nursing Superintendent Solved Papers and Practice Book 336 695 E This book contains 27 sets of the previous year solved papers and practice book *CBSE Class 10 Data Science Previous Years Unsolved Question Papers* Manish Soni, 2024-11-13 It is with great pleasure that we present the CBSE Data Science Class 10 Subject Code 419 Unsolved Papers 2023 2024 This

compilation is designed to provide students with a valuable resource to aid their preparation for the upcoming board examinations. Data Science is an emerging field that combines various aspects of mathematics, statistics, and computer science to extract meaningful insights from data. As such, it is essential for students to develop a strong foundation in this subject, and practicing past papers is a proven method to enhance their understanding and performance. The unsolved papers included in this book are official board papers released by CBSE for the years 2023 and 2024. These papers have been curated to reflect the latest trends and patterns in the examination, giving students a clear idea of what to expect on the day of the exam. By working through these papers, students can identify areas where they need improvement, familiarize themselves with the types of questions commonly asked, and develop effective time management strategies. The primary goal of this book is to encourage self-assessment and critical thinking. We strongly recommend that students attempt these papers under timed conditions, simulating the real exam environment as closely as possible. This approach will not only help in building confidence but also in honing the skills required to tackle the examination successfully. We have taken great care to ensure that the content of this book is accurate and aligned with the CBSE curriculum. The questions are arranged in a manner that allows for progressive learning, starting from basic concepts and gradually moving towards more complex topics. This structure is intended to help students strengthen their knowledge base while also challenging them to think critically and analytically.

*The Practical Book of Architecture* Charles Matlack Price, 1916      Microsoft Office Excel 2003 Robert T. Grauer, Maryann M. Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems      **The School News and Practical Educator** ,1906      **Practical Microsoft Office 2003** June Jamrich Parsons, Dan Oja, 2004 This text and companion Book on CD provide a hands on interactive approach to learning practical Microsoft Office 2003 skills      **Practical Engineer** ,1905      Etude ,1896 Includes music      **American Sugar Industry and Beet Sugar Gazette** ,1911      **Journal of the Medical Society of New Jersey** Medical Society of New Jersey, 1911 Includes the society's Annual reports      *The Weekly Underwriter* Alasco Delancey Brigham, Henry Rogers Hayden, 1904      The Journal of Education ,1894      Educational Times ,1888      **Pitman's Journal of Commercial Education** ,1903      **The Education Gazette of the Province of the Cape of Good Hope** ,1963

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