

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	?	?	?

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Jennifer Fulton



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Excel 2007 For Dummies Quick Reference John Walkenbach, Colin Banfield, 2007-01-06 Fast answers to frequently asked questions Excel 2007 essentials at your fingertips If you like your answers quick and your information up to date look no further With this concise superbly organized reference you ll quickly find just what you need to know about navigating the new interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more *Special Edition Using Microsoft Office Excel 2007* Bill Jelen, 2002-12-05 THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you providing the reference material you need as you move toward Excel proficiency and use of more advanced features If you buy only one book on Excel *Special Edition Using Microsoft Office Excel 2007* is the book you need Does your life play out in a spreadsheet Do numbers in columns and rows make or break you in the work world Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables If you answered yes to any of these questions *Special Edition Using Microsoft Office Excel 2007* is the book that will make it all better Learn quickly and efficiently from a true Excel master using the tried and true *Special Edition Using* formula for success Here you ll find information that s undocumented elsewhere even in Microsoft s own Help systems You ll learn from finely crafted real life examples built by an author who lives and dies by the integrity of his spreadsheets Excel s backbone is its formulas and functions Master those and you will master your spreadsheets *Special Edition Using Microsoft Office Excel 2007* provides more down and dirty help with your formulas and functions than you ll find in any other book See how it s done in real life Don t settle for lame pivot table and chart examples found in other books This book provides beautifully detailed examples that not only show you how it should be done but how to be the local worksheet hero [The Unofficial Guide to Microsoft Office Excel 2007](#) Julia Kelly, Curt Simmons, 2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive tasks by writing macros with VBA **Answer Key**, 2009* [Microsoft Office Excel 2007 International Student Edition + WileyPlus Access Card \(77-602\)](#) MOAC, 2007-06-01 **Microsoft Office Excel 2007 77-602: Updated 1E Student CD-ROM and Six-Month Office Trial CD-ROM with Certiprep Excel-App License and WileyPlus Set** Microsoft, 2009-01-01 **Exam 77-602** Microsoft Official Academic Course, 2007-04-06 **Certiprep for Excel 2007 with WileyPLUS UPdExcel 2007 77-602 Set** John Wiley & Sons, Incorporated, 2010-01-23 *Excel 2007 Pocket Guide* Curtis D. Frye, 2007-10-25 Moving to Excel 2007 is not a routine upgrade Microsoft s radical redesign of the application s user

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Whether you read it from cover to cover or skip to the sections that answer your specific questions the simple guidance in this book will have you excelling at home or in the office no time

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