

# 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 2007 Practical Exam

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Robinson, Maria Petrou, Patrick  
Olivier, Heiko Schröder**

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web exclusively available on ivypanda leadership can be understood as the competence to transform visualization into actuality with the help of appropriate planning efficient leaders can be developed and promoted by providing ample prospects for growth and involvement

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web this includes a personal plan of growth as well as a professional plan for improvement this paper will attempt to

highlight my personal strengths and weaknesses as leader identify the areas needed for improvement and identify the leadership skills and practices that i will use to become an effective leader