

# 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	?	?	?

# Excel Practical Questions And Answers

**IM Harris**



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## **Table of Contents Excel Practical Questions And Answers**

1. Understanding the eBook Excel Practical Questions And Answers
  - The Rise of Digital Reading Excel Practical Questions And Answers
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Practical Questions And Answers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Practical Questions And Answers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Practical Questions And Answers
  - Personalized Recommendations
  - Excel Practical Questions And Answers User Reviews and Ratings
  - Excel Practical Questions And Answers and Bestseller Lists
5. Accessing Excel Practical Questions And Answers Free and Paid eBooks
  - Excel Practical Questions And Answers Public Domain eBooks
  - Excel Practical Questions And Answers eBook Subscription Services

- Excel Practical Questions And Answers Budget-Friendly Options
- 6. Navigating Excel Practical Questions And Answers eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel Practical Questions And Answers Compatibility with Devices
  - Excel Practical Questions And Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Practical Questions And Answers
  - Highlighting and Note-Taking Excel Practical Questions And Answers
  - Interactive Elements Excel Practical Questions And Answers
- 8. Staying Engaged with Excel Practical Questions And Answers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Practical Questions And Answers
- 9. Balancing eBooks and Physical Books Excel Practical Questions And Answers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Practical Questions And Answers
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel Practical Questions And Answers
  - Setting Reading Goals Excel Practical Questions And Answers
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel Practical Questions And Answers
  - Fact-Checking eBook Content of Excel Practical Questions And Answers
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- 
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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