

# 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

**Jessica J Manson**



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## **Table of Contents Ms Excel Practical Exam Question Paper**

1. Understanding the eBook Ms Excel Practical Exam Question Paper
  - The Rise of Digital Reading Ms Excel Practical Exam Question Paper
  - Advantages of eBooks Over Traditional Books
2. Identifying Ms Excel Practical Exam Question Paper
  - 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 Ms Excel Practical Exam Question Paper
  - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Excel Practical Exam Question Paper
  - Personalized Recommendations
  - Ms Excel Practical Exam Question Paper User Reviews and Ratings
  - Ms Excel Practical Exam Question Paper and Bestseller Lists

5. Accessing Ms Excel Practical Exam Question Paper Free and Paid eBooks
  - Ms Excel Practical Exam Question Paper Public Domain eBooks
  - Ms Excel Practical Exam Question Paper eBook Subscription Services
  - Ms Excel Practical Exam Question Paper Budget-Friendly Options
6. Navigating Ms Excel Practical Exam Question Paper eBook Formats
  - ePub, PDF, MOBI, and More
  - Ms Excel Practical Exam Question Paper Compatibility with Devices
  - Ms Excel Practical Exam Question Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Ms Excel Practical Exam Question Paper
  - Highlighting and Note-Taking Ms Excel Practical Exam Question Paper
  - Interactive Elements Ms Excel Practical Exam Question Paper
8. Staying Engaged with Ms Excel Practical Exam Question Paper
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Ms Excel Practical Exam Question Paper
9. Balancing eBooks and Physical Books Ms Excel Practical Exam Question Paper
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Ms Excel Practical Exam Question Paper
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Ms Excel Practical Exam Question Paper
  - Setting Reading Goals Ms Excel Practical Exam Question Paper
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Excel Practical Exam Question Paper
  - Fact-Checking eBook Content of Ms Excel Practical Exam Question Paper
  - 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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