

# 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 Question Paper

**Ying-Ying Zheng**



**Ms Excel Practical Question Paper:**

## **Ms Excel Practical Question Paper** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the power of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Ms Excel Practical Question Paper**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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