

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	?	?	?

Ms Excel Practical Questions And Answers

Guillaume Favre



Ms Excel Practical Questions And Answers:

Unveiling the Magic of Words: A Review of "**Ms Excel Practical Questions And Answers**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Ms Excel Practical Questions And Answers**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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