

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 2007 Test Questions And Answers Odesk

Sabine Zange



Ms Excel 2007 Test Questions And Answers Odesk:

The book delves into Ms Excel 2007 Test Questions And Answers Odesk. Ms Excel 2007 Test Questions And Answers Odesk is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Ms Excel 2007 Test Questions And Answers Odesk, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Ms Excel 2007 Test Questions And Answers Odesk
 - Chapter 2: Essential Elements of Ms Excel 2007 Test Questions And Answers Odesk
 - Chapter 3: Ms Excel 2007 Test Questions And Answers Odesk in Everyday Life
 - Chapter 4: Ms Excel 2007 Test Questions And Answers Odesk in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Ms Excel 2007 Test Questions And Answers Odesk. The first chapter will explore what Ms Excel 2007 Test Questions And Answers Odesk is, why Ms Excel 2007 Test Questions And Answers Odesk is vital, and how to effectively learn about Ms Excel 2007 Test Questions And Answers Odesk.
 3. In chapter 2, this book will delve into the foundational concepts of Ms Excel 2007 Test Questions And Answers Odesk. The second chapter will elucidate the essential principles that must be understood to grasp Ms Excel 2007 Test Questions And Answers Odesk in its entirety.
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 5. In chapter 4, this book will scrutinize the relevance of Ms Excel 2007 Test Questions And Answers Odesk in specific contexts. This chapter will explore how Ms Excel 2007 Test Questions And Answers Odesk is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Ms Excel 2007 Test Questions And Answers Odesk. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Ms Excel 2007 Test Questions And Answers Odesk.

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