

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	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	?	Dev's	9	40	?	?	?	
8	?	Turno	10	39	?	?	?	

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Ms Excel Practical Question Paper

Raffaela Di Napoli



Ms Excel Practical Question Paper:

The book delves into Ms Excel Practical Question Paper. Ms Excel Practical Question Paper is an essential 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 Practical Question Paper, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Ms Excel Practical Question Paper
 - Chapter 2: Essential Elements of Ms Excel Practical Question Paper
 - Chapter 3: Ms Excel Practical Question Paper in Everyday Life
 - Chapter 4: Ms Excel Practical Question Paper in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Ms Excel Practical Question Paper. This chapter will explore what Ms Excel Practical Question Paper is, why Ms Excel Practical Question Paper is vital, and how to effectively learn about Ms Excel Practical Question Paper.
 3. In chapter 2, the author will delve into the foundational concepts of Ms Excel Practical Question Paper. This chapter will elucidate the essential principles that must be understood to grasp Ms Excel Practical Question Paper in its entirety.
 4. In chapter 3, this book will examine the practical applications of Ms Excel Practical Question Paper in daily life. The third chapter will showcase real-world examples of how Ms Excel Practical Question Paper can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Ms Excel Practical Question Paper in specific contexts. This chapter will explore how Ms Excel Practical Question Paper is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Ms Excel Practical Question Paper. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Ms Excel Practical Question Paper.

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