

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

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Ms Excel Practical Questions And Answers:

Unveiling the Energy of Verbal Art: An Psychological Sojourn through **Ms Excel Practical Questions And Answers**

In a global inundated with monitors and the cacophony of fast conversation, the profound power and mental resonance of verbal art often disappear into obscurity, eclipsed by the continuous barrage of noise and distractions. However, situated within the lyrical pages of **Ms Excel Practical Questions And Answers**, a charming perform of fictional beauty that pulses with organic thoughts, lies an memorable trip waiting to be embarked upon. Penned by a virtuoso wordsmith, this magical opus books viewers on an emotional odyssey, lightly revealing the latent potential and profound impact stuck within the delicate web of language. Within the heart-wrenching expanse with this evocative examination, we can embark upon an introspective exploration of the book is main subjects, dissect its fascinating publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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