

# 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. i.e. 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	UNEMPLOYED					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S. Tax	Net Pay
4	000001	John	7.50	25			
5	000002	Maria	8	30			
6	1	Bob	8.50	25			
7	1	Chris	9	40			
8	1	Tina	10	30			

## QNo. 2.

### Objectives:

- Using Formulas.
- Header and Footers.

# Microsoft Excel Theory Question Paper

**S Marginson**



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