MS Excel Practical Questions:

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- Introduction to MS Excel files, Workbooks, Worksheets, Calumns and Rows.
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- Autofill, Numeric formats, previowing worksheets.
- al. Create a new workhook as shown below and sale the file with the name "Payeof".
- b). Enter the labels and values in the exact cells locations as desired.
- Use AutoFill to put the Employee Numbers into cells Ali. Ali.
- d). Set the columns width and rows height appropriately.
- eli. Seti labelis alignimenti appropriately.
- Use warp text and merge cells as desired.
- g). Apply borders, gridlines and shading to the table as desired.
- his. Format cell 82 to Short Date format.
- Format cells E4 G8 to include Rs sign with two decimal places.
- [] 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 (5.5 Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.
- Calculate the Net Pay: enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
- 6 Set the work sheet vertically and horizontally on the page.
- red. Save your work.

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