Exercise 1

Objectives:

- Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
- Formatting Worksheets.
- AutoFill, Numeric formats, previewing worksheets.

	A	В	C	D	E		G
1	Payroll						
2	Dates	1/1/2011					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S Tax	Net Pay
4	E00001	Ford	7.5	3/5	7	7	2
5	E00002	Mino	- 8	30	7	?	?
6	?	Bell	6.5	2:5	7	2	2
7	?	Davis	9	40	2	2	2
8	7	Turro	10	3:9	?	?	7

- 1. Open a new workbook and save the file with the name "Payroll".
- 2. Enter the labels and values in the exact cells locations as desired.
- 3. Use AutoFill to put the Employee Numbers into cells A6:A8.
- 4. Set the columns width and rows height appropriately.
- 5. Set labels alignment appropriately.
- Use warp text and merge cells as desired.
- Apply borders, gridlines and shading to the table as desired.
- 8. Format cell B2 to Short Date format.
- 9. Format cells E4:G8 to include dollar sign with two decimal places.
- Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked.
- 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%.
- Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
- 13. Set the work sheet vertically and horizontally on the page.
- Save your work.

Microsoft Excel 2013 Practice Exercises

C Cleary

Microsoft Excel 2013 Practice Exercises:

Microsoft Excel 2013 Step By Step Curtis Frye, 2013-04-15 The smart way to learn Excel 2013 one step at a time Experience learning made easy and guickly teach yourself how to manage analyze and present data with Excel 2013 With Step by Step you set the pace building and practicing the skills you need just when you them Includes downloadable practice files and companion eBook Discover how to Work with Excel 2013 in touch mode Write formulas create macros and organize data Present data visually and add images to worksheets Consolidate multiple sets of data into a single workbook Analyze data using the Quick Analysis Lens Collaborate with colleagues and present workbooks online A Guide to Microsoft **Excel 2013 for Scientists and Engineers** Bernard Liengme, 2015-03-17 Completely updated guide for students scientists and engineers who want to use Microsoft Excel 2013 to its full potential Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science Microsoft Excel as the industry standard spreadsheet has a range of scientific functions that can be utilized for the modeling analysis and presentation of quantitative data This text provides a straightforward guide to using these functions of Microsoft Excel guiding the reader from basic principles through to more complicated areas such as formulae charts curve fitting equation solving integration macros statistical functions and presenting quantitative data Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel brought fully up to date with the new Microsoft Office release of Excel 2013 Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts demonstrating the use of the program for analysis and presentation of experimental results New to this edition The Backstage is introduced a new Office 2013 feature all the external operations like Save Print etc are now in one place The chapter on charting is totally revised and updated Excel 2013 differs greatly from earlier versions Includes many new end of chapter problems Most chapters have been edited to improve readability Straight Road to Excel 2013/2016 Pivot Tables Sam Akrasi, 2018-02-08 The pivot table is without doubt the most powerful data processing tool ever introduced by Microsoft into the Excel product tool set rivaled only by its younger sibling Power BI The ability of pivot tables to transform large quantities of data into a clear concise summary report is incredible. The power of pivot tables as a data processing tool is only limited by user knowledge and imagination and unthinkably there are some Excel users who know next to nothing about pivot tables This book is written by a Microsoft Office specialist expert MOSE and a mining engineer with extensive experience in Excel The authors experience in various Microsoft data management tools such as SQL Server MS Access and the MS Business Intelligence tools are brought to the fore in this book By the time you reach the middle of the book you should be able to increase your productivity with the skills you have learned Every chapter of the book gives you the chance to practice what you have learned with step by step exercises At the end of the book you are given over two hundred Excel exercises and step by step instructions to perform the exercises We guarantee that any serious reader who goes through the

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time saving tools like AutoFill AutoComplete AutoSum and the new Flash Fill PivotTables and PivotCharts workbook formatting techniques inserting objects like SmartArt charts and text boxes exporting a workbook as PDF or XPS and Microsoft Office Professional 2013 Step by Step Beth Melton, Mark Dodge, Echo customizing the interface Swinford, Andrew Couch, 2013-05-15 The smart way to learn Microsoft Office Professional 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word PowerPoint Excel Outlook OneNote Access and Publisher With Step by Step you set the pace building and practicing the skills you need just when you need them Determine the best Office tool for specific tasks Use Office efficiently on touch enabled devices Create attractive documents publications and presentations Manage your e mail calendar meetings and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with OneNote Microsoft Office Home and Student 2013 Step by Step Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, 2013-05-15 The smart way to learn Microsoft Office Home and Student 2013 one step at a time Experience learning made easy and guickly teach yourself how to get more done with Microsoft Word Excel PowerPoint and OneNote With Step by Step you set the pace building and practicing the skills you need just when you need them Use Office anywhere with touch enabled devices Save time and work more easily with templates Make professional looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud 2013 Data Analysis and Business Modeling Wayne Winston, 2014-01-15 Master business modeling and analysis techniques with Microsoft Excel 2013 and transform data into bottom line results Written by award winning educator Wayne Winston this hands on scenario focused guide shows you how to use the latest Excel tools to integrate data from multiple tables and how to effectively build a relational data source inside an Excel workbook Solve real business problems with Excel and sharpen your edge Summarize data with PivotTables and Descriptive Statistics Explore new trends in predictive and prescriptive analytics Use Excel Trend Curves multiple regression and exponential smoothing Master advanced Excel functions such as OFFSET and INDIRECT Delve into key financial statistical and time functions Make your charts more effective with the Power View tool Tame complex optimization problems with Excel Solver Run Monte Carlo simulations on stock prices and bidding models Apply important modeling tools such as the Inquire add in **GED Test For Dummies** Murray Shukyn, Dale E. Shuttleworth, Achim K. Krull, 2014-08-15 Score higher on the GED with this easy to use guide Having undergone an extensive update in 2014 the current GED test covers a lot of ground In today s job environment earning a GED can give you an edge against the competition whether it s to get a new job or advance in the one you already have If you re preparing for this important exam GED Test For Dummies 3rd Edition gets you up and running on everything you can expect on test day from overviews of the test sections to invaluable reviews and test taking strategies for all the subjects covered and everything in between Inside you ll find hands on digestible information for navigating your way through the

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