

Exercise 1

Objectives:

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

	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	?	Davis	9	40	?	?	?
8	?	Turno	10	39	?	?	?

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.
6. Use wrap text and merge cells as desired.
7. 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.
10. 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%.
12. 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.
14. Save your work.

Ms Project 2013 Practice Exercises

M Mosston



Ms Project 2013 Practice Exercises:

Enjoying the Song of Expression: An Emotional Symphony within **Ms Project 2013 Practice Exercises**

In some sort of taken by screens and the ceaseless chatter of instantaneous communication, the melodic elegance and psychological symphony produced by the prepared term usually diminish into the background, eclipsed by the persistent sound and disturbances that permeate our lives. Nevertheless, situated within the pages of **Ms Project 2013 Practice Exercises** a charming fictional value brimming with natural feelings, lies an immersive symphony waiting to be embraced. Crafted by an outstanding musician of language, this charming masterpiece conducts visitors on a psychological trip, well unraveling the hidden songs and profound affect resonating within each carefully constructed phrase. Within the depths of this poignant evaluation, we shall examine the book is key harmonies, analyze its enthralling publishing design, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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