

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.

Microsoft Excel 2013 Practice Exercises

**Sarah Samaan, Rosanne Rust, Cynthia
Kleckner**



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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 quickly 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 **MOS 2013 Study Guide**

for Microsoft Excel Joan Lambert, 2013 A Microsoft Office Specialist MOS Expert certification validates your hands on experience and competency with an Office product at an expert level It demonstrates that you can apply the product s principal features at an advanced level can complete expert tasks independently and are ready to enter the job market

MOS 2013 Study Guide for Microsoft Excel Expert Mark Dodge, 2013-09-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Excel Expert Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Includes downloadable practice files *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 book and performs the exercises within the chapters of the book and those exercises compiled at the end would be well on the way to becoming an Excel expert and a pivot table guru If you want to take your learning experience even further we have provided over sixty questions and answers at our website You can purchase and download these exercises and begin your learning experience at your own pace Each exercise includes an extensive video explanation and a walk through solution as well as a chance to import your own data to work with *CompTIA A+ CertMike: Prepare. Practice. Pass the Test! Get Certified!* Mike

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