

# 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           | Paul       | 8.50        | 25           |           |          |         |
| 7 | 1           | James      | 9           | 40           |           |          |         |
| 8 | 1           | Turner     | 10.00       | 30           |           |          |         |

## QNo. 2.

### Objectives:

- Using Formulas.
- Header and Footers.

# Microsoft Excel Theory Question Paper

**Clemens Wendtner**



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