

## 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

**Candida Fink, Joe Kraynak**



## **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 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 **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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Hausman,2017-05-04 The bestselling book on 3D printing 3D printing is one of the coolest inventions we ve seen in our lifetime and now you can join the ranks of businesspeople entrepreneurs and hobbyists who use it to do everything from printing foods and candles to replacement parts for older technologies and tons of mind blowing stuff in between With 3D Printing For Dummies at the helm you ll find all the fast and easy to follow guidance you need to grasp the methods available to create 3D printable objects using software 3D scanners and even photographs through open source software applications like 123D Catch Thanks to the growing availability of 3D printers this remarkable technology is coming to the masses and there s no time like the present to let your imagination run wild and actually create whatever you dream up quickly and inexpensively When it comes to 3D printing the sky s the limit Covers each type of 3D printing technology available today stereolithography selective sintering used deposition and granular binding Provides information on the potential for the transformation of production and manufacturing reuse and recycling intellectual property design controls and the commoditization of products Walks you through the process of creating a RepRap printer using open source designs software and hardware Offers strategies for improved success in 3D printing On your marks get set innovate [Java ELearning Kit For Dummies](#) John Paul Mueller,2014-04-21 Java is the primary language used for Android development and many web applications so once you master it you can create apps for all sorts of uses With this eLearning kit you learn Java at your own pace using written visual and interactive lessons Discover how to obtain and install Java and go from beginner to programmer extraordinaire Provided by publisher [Bookkeeping For Dummies](#) Lita Epstein,2014-12-31 The fast and easy way to master the art of bookkeeping If you re a business owner or an employee who manages finances the latest edition of Bookkeeping For Dummies is for you This handy guide gives you clear and concise information on how to keep track of accounts prepare balance sheets organize ledgers or journals create financial statements and so much more Packed with the most up to date bookkeeping practices tax information and small business laws Bookkeeping For Dummies is an accessible invaluable resource you ll turn to again and again Accurate and complete bookkeeping is crucial to any business owner but



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