

# 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      | Mina       | 8           | 30           |           |          |         |
| 6 | 1           | Sam        | 8.50        | 25           |           |          |         |
| 7 | 1           | John       | 9           | 40           |           |          |         |
| 8 | 1           | John       | 10          | 30           |           |          |         |

## QNo. 2.

### Objectives:

- Using Formulas.
- Header and Footers.

# Microsoft Excel Theory Question Paper

**KJ Lindholm-Leary**



## **Microsoft Excel Theory Question Paper:**

Microsoft Excel Theory Question Paper: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Microsoft Excel Theory Question Paper : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Pape, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and gripping novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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