

## 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<br>Number | EMPL Name | Hourly<br>Rate | Hours<br>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

**Jiyuan Zhang**



## **Microsoft Excel 2013 Practice Exercises:**

## Whispering the Strategies of Language: An Mental Quest through **Microsoft Excel 2013 Practice Exercises**

In a digitally-driven earth wherever screens reign supreme and immediate transmission drowns out the subtleties of language, the profound techniques and emotional nuances concealed within phrases frequently get unheard. Yet, located within the pages of **Microsoft Excel 2013 Practice Exercises** a charming fictional value sporting with fresh emotions, lies an extraordinary journey waiting to be undertaken. Written by a talented wordsmith, this charming opus encourages readers on an introspective trip, lightly unraveling the veiled truths and profound affect resonating within the very cloth of each and every word. Within the emotional depths of this touching evaluation, we shall embark upon a heartfelt exploration of the book is primary styles, dissect their charming publishing style, and yield to the effective resonance it evokes strong within the recesses of readers hearts.

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