

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

Richard Horne, Kalani Kirk Hausman



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

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

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

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Microsoft Excel 2013 Core Essentials, Exercise Workbook Daniel Nicholson, 2013 This workbook introduces the basics Microsoft Excel 2013 It includes practical tasks sample exercises and review questions Topics covered include using basic formulas and functions

time saving tools like AutoFill AutoComplete AutoSum and the new Flash Fill PivotTables and PivotCharts workbook formatting techniques inserting objects like SmartArt charts and text boxes exporting a workbook as PDF or XPS and customizing the interface *Microsoft Office Professional 2013 Step by Step* Beth Melton,Mark Dodge,Echo Swinford,Andrew Couch,2013-05-15 The smart way to learn Microsoft Office Professional 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word PowerPoint Excel Outlook OneNote Access and Publisher With Step by Step you set the pace building and practicing the skills you need just when you need them Determine the best Office tool for specific tasks Use Office efficiently on touch enabled devices Create attractive documents publications and presentations Manage your e mail calendar meetings and communications Put your business data to work with Excel and Access Organize and share your notes and ideas with OneNote *Microsoft Office Home and Student 2013 Step by Step* Beth Melton,Mark Dodge,Echo Swinford,Ben Schorr,2013-05-15 The smart way to learn Microsoft Office Home and Student 2013 one step at a time Experience learning made easy and quickly teach yourself how to get more done with Microsoft Word Excel PowerPoint and OneNote With Step by Step you set the pace building and practicing the skills you need just when you need them Use Office anywhere with touch enabled devices Save time and work more easily with templates Make professional looking documents and presentations Build spreadsheets to calculate and visualize data Organize and share your best ideas with OneNote Work with friends using social media and the cloud **Microsoft Excel 2013 Data Analysis and Business Modeling** Wayne Winston,2014-01-15 Master business modeling and analysis techniques with Microsoft Excel 2013 and transform data into bottom line results Written by award winning educator Wayne Winston this hands on scenario focused guide shows you how to use the latest Excel tools to integrate data from multiple tables and how to effectively build a relational data source inside an Excel workbook Solve real business problems with Excel and sharpen your edge Summarize data with PivotTables and Descriptive Statistics Explore new trends in predictive and prescriptive analytics Use Excel Trend Curves multiple regression and exponential smoothing Master advanced Excel functions such as OFFSET and INDIRECT Delve into key financial statistical and time functions Make your charts more effective with the Power View tool Tame complex optimization problems with Excel Solver Run Monte Carlo simulations on stock prices and bidding models Apply important modeling tools such as the Inquire add in **GED Test For Dummies** Murray Shukyn,Dale E. Shuttlesworth,Achim K. Krull,2014-08-15 Score higher on the GED with this easy to use guide Having undergone an extensive update in 2014 the current GED test covers a lot of ground In today s job environment earning a GED can give you an edge against the competition whether it s to get a new job or advance in the one you already have If you re preparing for this important exam GED Test For Dummies 3rd Edition gets you up and running on everything you can expect on test day from overviews of the test sections to invaluable reviews and test taking strategies for all the subjects covered and everything in between Inside you ll find hands on digestible information for navigating your way through the

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Getting a Social Media Job For Dummies Brooks Briz, David Rose, 2015-03-16 Your no nonsense guide to getting a job in social media Looking to snag a social media position This fun and practical guide shows you how to stand out from the competition and land your dream job in social media Inside you'll find expert and easy to follow guidance on where you should look for a job in social media how to research companies to target the social media sites where you should be active and much more Plus you'll get resume and cover letter writing tips answers to tricky interview to woo potential employers and advice on creating a valuable social media position within your current company You will also benefit from sample resumes resume templates and videos available to download and view online From SEO specialists to online community managers social media positions are the latest buzz in the job market As businesses have come to value the competitive edge that a strong social media presence can offer these jobs have quickly evolved from short term peripheral positions to highly sought after careers With the help of *Getting a Social Media Job For Dummies* job candidates in the social media sphere can hone their skillsets and stand head and shoulders above the crowd to not only land an interview but to score a job in this exciting field Position yourself wisely in a crowded and rapidly growing field Be active on key social sites Write a winning resume that gets your foot in the door Create a social media position in any company Packed with expert authoritative information and with a dash of humor thrown in for fun *Getting a Social Media Job For Dummies* is your go to handbook for landing a social media position

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