

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	Paul	8.50	25			
7	1	Steve	9	40			
8	1	Tina	10	30			

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Microsoft Excel Theory Question Paper

Rosina Ehmann



Microsoft Excel Theory Question Paper:

Reviewing **Microsoft Excel Theory Question Paper**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Microsoft Excel Theory Question Paper**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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