

# MS Excel Practical Questions:

## QNo. 1.

### Objectives:

- Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
- Formatting Worksheets.
- AutoFill, Numeric formats, previewing worksheets.

- Create a new workbook as shown below and save the file with the name "Payroll".
- Enter the labels and values in the exact cells locations as desired.
- Use AutoFill to put the Employee Numbers into cells A4:A8.
- Set the columns width and rows height appropriately.
- Set labels alignment appropriately.
- Use wrap text and merge cells as desired.
- Apply borders, gridlines and shading to the table as desired.
- Format cell B2 to Short Date format.
- Format cells E4:G8 to include Rs sign with two decimal places.
- 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%.
- Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
- Set the work sheet vertically and horizontally on the page.
- Save your work.

	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	600001	Ford	7.5	35	?	?	?
5	600002	Milano	8	30	?	?	?
6	7	Bell	6.5	25	?	?	?
7	7	Davis	9	40	?	?	?
8	7	Turno	10	39	?	?	?

## QNo. 2.

### Objectives:

- Using Formulas.
- Header and Footers.

# Microsoft Excel Theory Question Paper

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