

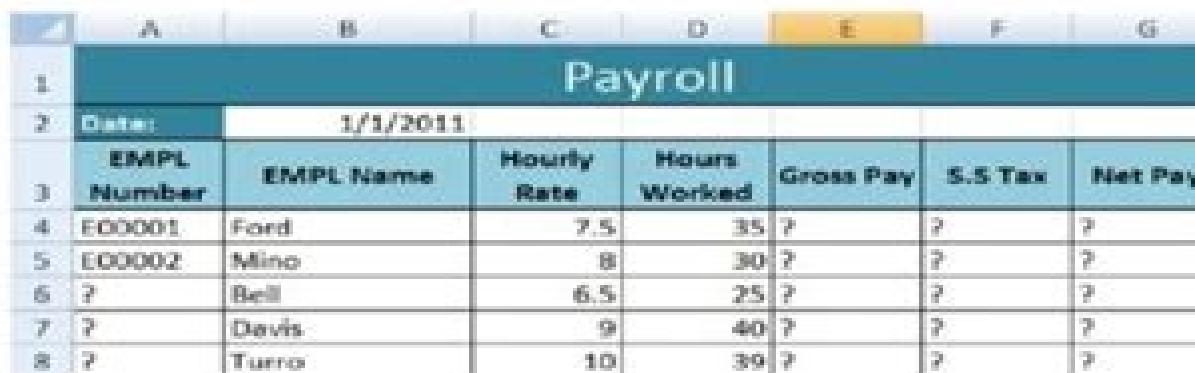
# MS Excel Practical Questions:

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 A6:A8.
- Set the columns width and rows height appropriately.
- Set labels alignment appropriately.
- Use warp 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.
- 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	E00001	Ford	7.5	35	?	?	?
5	E00002	Mino	8	30	?	?	?
6	?	Bell	6.5	25	?	?	?
7	?	Davis	9	40	?	?	?
8	?	Turner	10	39	?	?	?

# Ms Excel 2007 Test Questions And Answers

**Jay Heizer**

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for absolute beginners Excel novices and anyone looking to overcome their fears of spreadsheets It's perfect for students professionals and small business owners No advanced knowledge is needed making it accessible to all users The Future of Learning Innovations and Learning Quality Christian M. Stracke,2012

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**Available** ,1987 *Weaker Section Finance in India (Role of Public Sector Banks)* Dr. Ramchandra Patil,2019-02-16 It has been the Endeavour of each state to fulfill the basic needs of its citizens which are primarily food clothing and shelter If the governments fail to fulfill these needs for the welfare of their citizens according to the principles of justice they are not legitimate Food takes the priority over all the other needs Which implies that agricultural sector gets top most priority In India there are thousands of marginal farmers who struggle to make both ends meet Along with agriculture sector there are other sectors which play an important role to uplift the poor people As a financial coverage banking sector in India treat Agriculture Small Scale Industry and other sectors of prime importance from the socio economic development point of the nation as a priority sectors and allot substantial portion of their lending to these sectors Proceedings ,2007 Publishes refereed research papers in all aspects of the biological sciences As a fast track journal it specialises in the rapid delivery of the latest research to the scientific community **Advantage Series: Microsoft Office Excel 2003, Brief Edition** Glen Coulthard,Sarah Hutchinson-Clifford,2003-11-04 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage

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