

Kombolcha Polytechnic College

Microsoft Excel Practical Exam – Payroll System

Name: _____ Date: _____

Department: _____ Year: _____

Instructions:

- Create a new Excel workbook named 'Payroll.xlsx'.
- Complete all tasks step by step.
- Use formulas and proper formatting where required.
- Submit your final Excel file after completion.

Section 1: Payroll Table Creation

1. In Sheet1, create a payroll table with the following data:

Employee ID	Full Name	Position	Basic Salary	Days Worked	Bonus	Deductions	Net Salary
E001	Abebe Kebede	Manager	15000	22	2000	1500	
E002	Almaz Tsegaye	Accountant	12000	20	1500	1200	
E003	Dawit Tesfaye	Clerk	9000	18	1000	800	
E004	Selam Mekonen	Secretary	10000	21	1200	1100	

Section 2: Calculations

2. Use the formula: $\text{Net Salary} = (\text{Basic Salary} / 26) * \text{Days Worked} + \text{Bonus} - \text{Deductions}$
3. Format all currency fields appropriately (Basic Salary, Bonus, Deductions, Net Salary).
4. Apply borders to the table and bold the header row.

Section 3: Functions and Analysis

5. Calculate the Total Payroll Amount (sum of all Net Salaries).

Practical Exam For Payroll Clerk

Patrick Vollmar



Practical Exam For Payroll Clerk:

This book delves into Practical Exam For Payroll Clerk. Practical Exam For Payroll Clerk is a crucial topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Practical Exam For Payroll Clerk, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Practical Exam For Payroll Clerk
 - Chapter 2: Essential Elements of Practical Exam For Payroll Clerk
 - Chapter 3: Practical Exam For Payroll Clerk in Everyday Life
 - Chapter 4: Practical Exam For Payroll Clerk in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Practical Exam For Payroll Clerk. The first chapter will explore what Practical Exam For Payroll Clerk is, why Practical Exam For Payroll Clerk is vital, and how to effectively learn about Practical Exam For Payroll Clerk.
3. In chapter 2, this book will delve into the foundational concepts of Practical Exam For Payroll Clerk. The second chapter will elucidate the essential principles that must be understood to grasp Practical Exam For Payroll Clerk in its entirety.
4. In chapter 3, this book will examine the practical applications of Practical Exam For Payroll Clerk in daily life. The third chapter will showcase real-world examples of how Practical Exam For Payroll Clerk can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Practical Exam For Payroll Clerk in specific contexts. This chapter will explore how Practical Exam For Payroll Clerk is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Practical Exam For Payroll Clerk. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Practical Exam For Payroll Clerk.

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