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.
- 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.
- Use warp 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. 11. Calculate the Social Security Tax (S.5 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.
- Set the work sheet vertically and horizontally on the page.
- m) Save your work.

	A	8	0	- D	E STATE	- F	6
1	Payroll						
25	Date: 1/1/2011						
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S.Tex	Net Pay
46	E00004	Ford	7.5	35	7	7	7
5	000000	Mino		30	2	7	2
-6	7	Bell	6.5	25	2	7	2
70	7	Durwis.	9	40	2	2	7
8	2	Turno	1.0	39	2	2	2

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Sample Question Paper For Ms Excel

♦ Shikha Kukreja,♦ Manisha Machan,♦ Bhavna Sharma,♦ Anita Sharma,♦ Nitin Juneja,♦ Phani Bhushan Pandey,♦ Deepa Tiwari,♦ Shikha Chaudhary,♦ Nikhil Mishra,♦ Piyush Verma **Sample Question Paper For Ms Excel:**

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Table of Contents Sample Question Paper For Ms Excel

- 1. Understanding the eBook Sample Question Paper For Ms Excel
 - The Rise of Digital Reading Sample Question Paper For Ms Excel
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Question Paper For Ms Excel
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Question Paper For Ms Excel
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Question Paper For Ms Excel

- Personalized Recommendations
- Sample Question Paper For Ms Excel User Reviews and Ratings
- Sample Question Paper For Ms Excel and Bestseller Lists
- 5. Accessing Sample Question Paper For Ms Excel Free and Paid eBooks
 - Sample Question Paper For Ms Excel Public Domain eBooks
 - Sample Question Paper For Ms Excel eBook Subscription Services
 - Sample Question Paper For Ms Excel Budget-Friendly Options
- 6. Navigating Sample Question Paper For Ms Excel eBook Formats
 - o ePub, PDF, MOBI, and More
 - Sample Question Paper For Ms Excel Compatibility with Devices
 - Sample Question Paper For Ms Excel Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Question Paper For Ms Excel
 - Highlighting and Note-Taking Sample Question Paper For Ms Excel
 - Interactive Elements Sample Question Paper For Ms Excel
- 8. Staying Engaged with Sample Question Paper For Ms Excel
 - o Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Question Paper For Ms Excel
- 9. Balancing eBooks and Physical Books Sample Question Paper For Ms Excel
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Question Paper For Ms Excel
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Question Paper For Ms Excel
 - Setting Reading Goals Sample Question Paper For Ms Excel
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Question Paper For Ms Excel

- Fact-Checking eBook Content of Sample Question Paper For Ms Excel
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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