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.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.
- Set the work sheet vertically and horizontally on the page.
- m) Save your work.

	A		C	- D	E	- F	6
1	Payroll Date: 1/1/2011						
2							
3	Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S.Tex	Net Pay
45	600004	Ford	7.5	35	7	7	7
5	000000	Mino		30	2	7	7
-6	7	Bell	6.5	25	2	7	2
7.	7	Durwis	9	40	2	2	7
8	7	Turrip	1.0	39	2	2	7

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Sample Question Paper For Ms Excel

Xiang Xie

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