

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.
 - c) 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.
 - f) Use wrap 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.
 - l) Set the work sheet vertically and horizontally on the page.
 - m) 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	?	Turno	10	39	?	?	?

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Sample Question Paper For Ms Excel

Gurpreet Bindra , Manjeet Jauhar



Sample Question Paper For Ms Excel:

This book delves into Sample Question Paper For Ms Excel. Sample Question Paper For Ms Excel is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Question Paper For Ms Excel, encompassing both the fundamentals and more intricate discussions.

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

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Question Paper For Ms Excel.

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Sample Question Paper For Ms Excel Introduction

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