

# 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	?	Beil	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

**Xiang Xie**



## **Sample Question Paper For Ms Excel:**

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

1. This 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
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  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.
- This 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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