

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 employees; 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 | ? | Dev's | 9 | 40 | ? | ? | ? | |
| 8 | ? | Turno | 10 | 39 | ? | ? | ? | |

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Ms Excel Practical Exam Question Paper

Lei Huang



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