

# 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 2007 Practical Exam

**G Orfield**



**Ms Excel 2007 Practical Exam:**

## Unveiling the Energy of Verbal Artistry: An Psychological Sojourn through **Ms Excel 2007 Practical Exam**

In some sort of inundated with monitors and the cacophony of instant conversation, the profound power and psychological resonance of verbal beauty frequently diminish into obscurity, eclipsed by the constant barrage of noise and distractions. However, set within the musical pages of **Ms Excel 2007 Practical Exam**, a interesting function of fictional beauty that impulses with raw emotions, lies an unforgettable trip waiting to be embarked upon. Penned by a virtuoso wordsmith, that mesmerizing opus guides viewers on an emotional odyssey, gently revealing the latent potential and profound influence embedded within the intricate web of language. Within the heart-wrenching expanse with this evocative analysis, we will embark upon an introspective exploration of the book is central themes, dissect their charming publishing design, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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