

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.

Practical Statistics By Example Ms Excel Ssm 2nd

**Linda Getch Dawson, David S.
Moore, George P. McCabe**



Practical Statistics By Example Ms Excel Ssm 2nd:

Enjoying the Beat of Term: An Emotional Symphony within **Practical Statistics By Example Ms Excel Ssm 2nd**

In a world used by screens and the ceaseless chatter of instantaneous interaction, the melodic beauty and mental symphony created by the prepared word frequently disappear in to the back ground, eclipsed by the relentless sound and disruptions that permeate our lives. But, located within the pages of **Practical Statistics By Example Ms Excel Ssm 2nd** a wonderful fictional value full of fresh thoughts, lies an immersive symphony waiting to be embraced. Constructed by an elegant musician of language, that charming masterpiece conducts visitors on a mental trip, well unraveling the concealed melodies and profound influence resonating within each cautiously constructed phrase. Within the depths of this touching examination, we will examine the book is central harmonies, analyze their enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

<https://matrix.jamesarcher.co/files/virtual-library/Documents/Complete%20Workbook%20Sight%20Words%20Learning.pdf>

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