

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 Question Paper

Jin-Ying Zhang



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