

MS Excel Practical Questions:

QNo. 1.

Objectives:

- Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
 - Formatting Worksheets.
 - AutoFill, Numeric formats, previewing worksheets.
- Create a new workbook as shown below and save the file with the name "Payroll".
 - Enter the labels and values in the exact cells locations as desired.
 - Use AutoFill to put the Employee Numbers into cells A6:A8.
 - Set the columns width and rows height appropriately.
 - Set labels alignment appropriately.
 - Use wrap text and merge cells as desired.
 - Apply borders, gridlines and shading to the table as desired.
 - Format cell B2 to Short Date format.
 - Format cells E4:G8 to include Rs sign with two decimal places.
 - 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%.
 - Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
 - Set the work sheet vertically and horizontally on the page.
 - 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.

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JOYRUP BHATTACHARYA



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Let'S Log In 9 Sehgal,2003-09 **RUDIMENTS OF MODERN COMPUTER APPLICATION** JOYRUP BHATTACHARYA,2016-01-01 **Comprehensive Information Technology IX** , Fundamentals of Computers J.B. dixit,2010 **The Practical Farmer** ,1905 **On the Line** Anshuman Khare,Deborah Hurst,2017-09-13 This book presents different perspectives of online business education how it is designed delivered and how it supports advances in management disciplines The authors describe online platforms in their provision of timely excellent and relevant business education The book starts by examining the emergence of online business education It offers insights for use to business educators in design and implementation of online learning It presents and discusses technologies for class facilitation and collaboration including tools used to bring content and issues to life Disruptive approaches and new directions in online business education are examined The book is ideal for business educators administrators as well as business practitioners that have an interest in delivering high quality business education using online platforms and tools On the Line Business Education in the Digital Age is divided into three sections Section 1 presents papers on why business education is viable and sustainable in today s context Treating education as a service this section describes new techniques for creating a better online business education experience It also looks at the role advanced data analytics can play in enhancing the quality of online business education Section 2 delves into how online business education works It presents conceptual models for teaching in specific disciplines learning design that describes what business educators do and how programs work This section also addresses performance assessments and quality assurance measures that help to demonstrate the efficacy of online pedagogy Practical applied papers are used in this section to highlight the use of learning platforms tools and their application specific to businesses that build knowledge and skills and make students work ready Finally Section 3 of the book addresses the so what or the outcomes and impacts of online business education This section targets where business education needs to take learning next for example to support sustainable business ethical decision making and inclusive and collaborative leadership Chapters deal with topics such as how distributed online environments may work better to support knowledge and soft skill building directly relevant for organizations today Other learning outcomes showing the value of online business education are discussed Academics alumni and consultants from over fifteen institutions and organizations around the world contributed to this book **Journal of the American Medical Association** American Medical Association,1923 **Solutions!** ,2005 **English Mechanic and Mirror of Science** ,1871 The Academy ,1891 **Practical Computing** ,1985-07 **Advances in Web-Based Learning -- ICWL 2015** Frederick W.B. Li,Ralf Klamma,Mart Laanpere,Jun Zhang,Baltasar Fernandez Manjon,Rynson W.H. Lau,2015-10-12 This book constitutes the refereed proceedings of the 14th International Conference on Web Based Learning ICWL 2015 held in Guangzhou China in Noavember 2015 The 18 revised full papers presented together with 2 invited papers and 7 short papers were carefully

reviewed and selected from about 79 submissions The papers are organized in topical sections on collaborative and peer learning e learning platform and tools design model and framework of e learning systems intelligent tutoring and tools pedagogical issues personalized and adaptive learning and Web 2 0 and social learning environments The Academy and Literature ,1891 **Western Electrician** ,1897 The South African Medical Record ,1912 **The Engineer** ,1891 *Pitman's Journal of Commercial Education* ,1917 Bazaar Exchange and Mart, and Journal of the Household ,1874 **The Athenaeum** ,1871 The Cultivator & Country Gentleman ,1882

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