

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 employee; 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	?	Davis	9	40	?	?	?
8	?	Turro	10	39	?	?	?

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Nabil Sakati



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