

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. i.e. 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	UNEMPLOYED					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S. Tax	Net Pay
4	000001	John	7.50	25			
5	000002	Mina	8	30			
6	1	Paul	8.50	25			
7	1	Steve	9	40			
8	1	Tina	10	30			

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Microsoft Excel Theory Question Paper

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Table of Contents Microsoft Excel Theory Question Paper

1. Understanding the eBook Microsoft Excel Theory Question Paper
 - The Rise of Digital Reading Microsoft Excel Theory Question Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Theory Question Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Excel Theory Question Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Theory Question Paper
 - Personalized Recommendations
 - Microsoft Excel Theory Question Paper User Reviews and Ratings
 - Microsoft Excel Theory Question Paper and Bestseller Lists
5. Accessing Microsoft Excel Theory Question Paper Free and Paid eBooks
 - Microsoft Excel Theory Question Paper Public Domain eBooks
 - Microsoft Excel Theory Question Paper eBook Subscription Services
 - Microsoft Excel Theory Question Paper Budget-Friendly Options
6. Navigating Microsoft Excel Theory Question Paper eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Excel Theory Question Paper Compatibility with Devices
- Microsoft Excel Theory Question Paper Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Excel Theory Question Paper
 - Highlighting and Note-Taking Microsoft Excel Theory Question Paper
 - Interactive Elements Microsoft Excel Theory Question Paper
- 8. Staying Engaged with Microsoft Excel Theory Question Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Excel Theory Question Paper
- 9. Balancing eBooks and Physical Books Microsoft Excel Theory Question Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Excel Theory Question Paper
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Theory Question Paper
 - Setting Reading Goals Microsoft Excel Theory Question Paper
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Theory Question Paper
 - Fact-Checking eBook Content of Microsoft Excel Theory Question Paper
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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