

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	?	Beil	6.5	25	?	?	?
7	?	Davis	9	40	?	?	?
8	?	Turno	10	39	?	?	?

QNo. 2.

Objectives:

- Using Formulas.
- Header and Footers.

Sample Question Paper For Ms Excel

**Gurmeet Singh, Goyal Brothers
Prakashan**



Sample Question Paper For Ms Excel:

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WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD **Boot-Click-Enter** □ 7 Gurpreet Bindra , Manjeet Jauhar, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners *Nursing Model Question Paper (Part 12) - 2024 Akash Tiwari,2024-01-08 Score Plus Question Bank & CBSE Sample Paper With Model Test Papers in Informatics Practices For Class 12 (Term 1) Examination Gurmeet Singh,Goyal Brothers Prakashan,2021-10-10* Score Plus Question Bank CBSE Sample Paper With Model Test Papers in Informatics Practices For Class 12 Term 1 Examination As per the latest Reduced bifurcated Syllabus for Term I Examination to be held in November December 2021 Chapterwise Multiple Choice Questions Chapterwise Case Study Based Multiple Choice Questions The latest CBSE Sample Question Paper for Term I Examination to be held in November December 2021 5 Model Test Papers based on the latest CBSE Sample Question Paper for Term I Examination Goyal Brothers Prakashan *Log On To Computers* □ 5 Meera Aggarwal, Dorothy Fanthome, LOG ON TO COMPUTERS series consists of ten thoroughly revised and updated textbooks for classes 1 10 The books aim to help students master the use of various types of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2010 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1 5 focus on the basics of computers Windows MS Office OpenSource software and programming language LOGO However the books for classes 6 8 encourage students to experience and explore more about programming languages like QBasic HTML and Visual Basic application software such as Photoshop Flash and MS Office The ebook version does not contain CD *Boot-Click-Enter* □ 6 Gurpreet Bindra , Manjeet Jauhar, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners **Educart CBSE Computer Application Class 10 Sample Paper 2024-25 (new 50% competency Qs) 2025** Educart,2024-10-08 What You Get 50% Competency based Q sStep wise Marks Breakdown Educart CBSE Computer Application Class 10 Sample Paper 2024 25 new 50% competency Qs 2025 Based on the CBSE Sample Paper released on 5th September 2024 Includes sample papers based on the new analytical exam

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