

Exercise 1

Objectives:

- ▶ Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
- ▶ Formatting Worksheets.
- ▶ AutoFill, Numeric formats, previewing worksheets.

	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	?	Turno	10	39	?	?	?	

1. Open a new workbook and save the file with the name "Payroll".
2. Enter the labels and values in the exact cells locations as desired.
3. Use AutoFill to put the Employee Numbers into cells A6:A8.
4. Set the columns width and rows height appropriately.
5. Set labels alignment appropriately.
6. Use wrap text and merge cells as desired.
7. Apply borders, gridlines and shading to the table as desired.
8. Format cell B2 to Short Date format.
9. Format cells E4:G8 to include dollar sign with two decimal places.
10. 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%.
12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
13. Set the work sheet vertically and horizontally on the page.
14. Save your work.

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Table of Contents Ms Excel 20test Papers

1. Understanding the eBook Ms Excel 20test Papers
 - The Rise of Digital Reading Ms Excel 20test Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Excel 20test Papers
 - 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 Ms Excel 20test Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Excel 20test Papers
 - Personalized Recommendations
 - Ms Excel 20test Papers User Reviews and Ratings
 - Ms Excel 20test Papers and Bestseller Lists

5. Accessing Ms Excel 20test Papers Free and Paid eBooks
 - Ms Excel 20test Papers Public Domain eBooks
 - Ms Excel 20test Papers eBook Subscription Services
 - Ms Excel 20test Papers Budget-Friendly Options
6. Navigating Ms Excel 20test Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Excel 20test Papers Compatibility with Devices
 - Ms Excel 20test Papers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Excel 20test Papers
 - Highlighting and Note-Taking Ms Excel 20test Papers
 - Interactive Elements Ms Excel 20test Papers
8. Staying Engaged with Ms Excel 20test Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Excel 20test Papers
9. Balancing eBooks and Physical Books Ms Excel 20test Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Excel 20test Papers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ms Excel 20test Papers
 - Setting Reading Goals Ms Excel 20test Papers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Excel 20test Papers
 - Fact-Checking eBook Content of Ms Excel 20test Papers
 - 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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