

# 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 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%.
- 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	<b>Payroll</b>							
2	Date:	1/1/2011						
3	<b>EMPL Number</b>	<b>EMPL Name</b>	<b>Hourly Rate</b>	<b>Hours Worked</b>	<b>Gross Pay</b>	<b>S.S Tax</b>	<b>Net Pay</b>	
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.

# Ms Excel Practical Exam Question Paper

**BM King**



## **Ms Excel Practical Exam Question Paper:**

**Excel Practice** Alan Horsfield, 1998      Excel Practice Selective Schools and Scholarship Tests James A. Athanasou, 1997

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*Essential SQA Exam Practice: National 5 Business Management Questions and Papers* Craig McLeod, 2022-04-29 Exam board SQA Level National 5 Subject Business Management First teaching August 2017 First exam Summer 2018 Practice makes permanent Feel confident and prepared for the SQA National 5 Business Management exam with this two in one book containing practice questions for every question type and topic plus two full practice papers all written by an experienced examiner b Choose bto revise by question type or topic bA simple grid enables you to pick particular question styles or course areas that you want to focus on with answers provided at the back of the book b Remember more in your exam b Familiarise yourself with the exam paper b Find out how to achieve a better grade Fully up to date with SQA s requirements The questions mark schemes and guidance in this practice book match the requirements of the revised SQA National 5 Business Management specification for examination from 2018 onwards      *2025-26 RRB*

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**Microsoft Office Excel 2003** Robert T. Grauer, Maryann M. Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems **Practical Microsoft Office 2003** June Jamrich Parsons, Dan Oja, 2004 This text and companion Book on CD provide a hands on interactive approach to learning practical Microsoft Office 2003 skills *The School News and Practical Educator*, 1906 *Practical Engineer*, 1905 *Etude*, 1896 Includes music *American Sugar Industry and Beet Sugar Gazette*, 1911 *Journal of the Medical Society of New Jersey* Medical Society of New Jersey, 1911 Includes the society's Annual reports **The Weekly Underwriter** Alasco Delancey Brigham, Henry Rogers Hayden, 1904 *The Journal of Education*, 1894 **Educational Times**, 1888 *Pitman's Journal of Commercial Education*, 1903 **The Musician**, 1900 **The Girl's Own Annual**, 1901

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