

## 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.

# Excel Exercises And Answers

**Gerald Keller**



## **Excel Exercises And Answers:**

**Excel Workbook** Alberto Clerici, 2015-03-04T00:00:00+01:00 Excel is the most popular and widely used productivity software in all business environments and it is an irreplaceable companion in ordinary work as in the analysis of large amounts of complex data Nevertheless the majority of users knows and uses only a very limited number of features often in an elementary way This workbook shows in practice the use of a wide variety of formulas functions and features like pivot tables macros or the Solver add in that allow to effectively and professionally work with Excel The workbook starts with the basics and gets progressively to deal with very complex cases It is a valuable support for college students professionals and managers who want to learn the basics or to improve the knowledge of Excel up to an advanced level In the dedicated web area all the initial and solved files are available to carry out the exercises and check the solutions Over 40 exercises are commented to highlight the basic concepts and clarify the most complex ones The authors are all lecturers for the course of Computer skills for economics at Universit Bocconi in Milan Massimo Ballerini Alberto Clerici Chiara Debernardi Davide Del Corno Maurizio De Pra Gianluca Salvitti and Marco Sampietro

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Clerici, 2017-03-28T00:00:00+02:00 Excel is the most popular and widely used productivity software in all business environments and it is an irreplaceable companion in ordinary work as well as in the analysis of large amounts of complex data Nevertheless the majority of users know and use only a very limited number of features often in an elementary way This workbook shows in practice the use of a wide variety of formulas functions and features like pivot tables macros or the Solver add in needed to effectively and professionally work with Excel The workbook starts with the basics and progressively gets to deal with very complex cases It is a valuable support for college students professionals and managers who want to learn the basics or to improve their knowledge of Excel up to an advanced level In the dedicated web area all the initial and solved files are available to carry out the exercises and check the solutions 60 exercises are commented to highlight the basic concepts and clarify the most complex ones

Excel Workbook. 100 Exercises with Solutions and Comments A. Clerici, 2015-07

**Instructors Manual with Test Item File** Robert Grauer, 2001-08 **Excel Workbook. 155 Exercises with Solutions and Comments** A. Clerici, 2021 **Instructor's Solutions Manual for Statistics for Management and Economics, Seventh Edition** Gerald Keller, 2005 **Statistics for Business** Derek Waller, 2010-05-14 Statistical analysis is essential to business decision making and management but the underlying theory of data collection organization and analysis is one of the most challenging topics for business students and practitioners This user friendly text and CD ROM package will help you to develop strong skills in presenting and interpreting statistical information in a business or management environment Based entirely on using Microsoft Excel rather than more complicated applications it includes a clear guide to using Excel with the key functions employed in the book a glossary of terms and equations plus a section specifically for those readers who feel rusty in basic maths Each chapter has worked examples and explanations to illustrate

the use of statistics in real life scenarios with databases for the worked examples cases and answers on the accompanying CD ROM     **Instructor's Solutions Manual for Keller and Warrack's Statistics for Management and Economics**

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Jefferson McEvoy,1913      **Statistics for Management and Economics** Gerald Keller,Brian Warrack,2003 The Student Solutions Manual provides worked out solutions to the even numbered problems in the text      *Resources in Education* ,1995

**A Course in Business Statistics** Patrick W. Shannon,2002 This book presents core topics in descriptive and inferential statistics with a rich assortment of business examples and real data and an emphasis on decision making It contains a narrative writing style and the captivating examples and applications and rich data sets are woven right into the narrative The examples are interesting realistic and drawn from all areas of business and life There is significant emphasis on using statistical software as a tool with most examples presented in a spreadsheet environment using Excel and Minitab Every topic is introduced in the context of a real business application complete with real data from small and large data sets

## Whispering the Secrets of Language: An Mental Journey through **Excel Exercises And Answers**

In a digitally-driven world wherever displays reign great and instant communication drowns out the subtleties of language, the profound secrets and mental subtleties concealed within phrases usually go unheard. Yet, nestled within the pages of **Excel Exercises And Answers** a interesting fictional value blinking with natural feelings, lies a fantastic quest waiting to be undertaken. Composed by a talented wordsmith, this wonderful opus attracts readers on an introspective trip, gently unraveling the veiled truths and profound impact resonating within the cloth of every word. Within the emotional depths of this touching evaluation, we shall embark upon a genuine exploration of the book is primary themes, dissect their captivating writing style, and fail to the strong resonance it evokes heavy within the recesses of readers hearts.

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