

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 Workbook 100 Exercises With Solutions And Comment

Robert T. Grauer, Maryann Barber



Excel Workbook 100 Exercises With Solutions And Comment:

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

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

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