

## Excel Practical Questions

### Question 1

|   | 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 | ?           | Turro     | 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. Save your work.

## Question 2

|    | A                                  | B                | C                   | D                     | E            |
|----|------------------------------------|------------------|---------------------|-----------------------|--------------|
| 1  | <u>London Team Call Statistics</u> |                  |                     |                       |              |
| 2  |                                    |                  |                     |                       |              |
| 3  | <b>Name</b>                        | <b>No. calls</b> | <b>Hours worked</b> | <b>Calls per Hour</b> | <b>Bonus</b> |
| 4  | Adam                               | 42               | 5                   | ?                     | ?            |
| 5  | Jhon                               | 6                | 4                   | ↓                     | ↓            |
| 6  | Jamse                              | 39               | 6                   | ↓                     | ↓            |
| 7  | Alex                               | 15               | 6                   | ↓                     | ↓            |
| 8  | Emma                               | 2                | 7                   | ↓                     | ↓            |
| 9  |                                    |                  |                     |                       |              |
| 10 | <b>TOTAL</b>                       | <b>?</b>         | <b>?</b>            | <b>?</b>              | <b>?</b>     |
| 11 |                                    |                  |                     |                       |              |
| 12 | <b>Bonus Rate</b>                  | 25%              |                     |                       |              |

1. Open a new workbook and save the file with the name "Call Statistics".
2. Rename Sheet 1 to (Call Statistics).
3. Enter the labels and values in the exact cells locations as desired.
4. Set the row height of rows 1 & 3 to size 30; and rows 4 until 10 to size 20.
5. Set labels alignment appropriately.
6. Use Wrap Text, Orientation and merge cells as desired.
7. Apply border, gridlines and shading to the table as desired.
8. Format column E to include euro (€) sign with two decimal places.
9. Format cell B12 to include % sign with 0 Decimal places.
10. Calculate the Calls per Hour, enter a formula in cell D4 to divide numbers of calls by Hours worked. Using AutoFill, copy the formula to the remaining cells.
11. Calculate the Bonus. Enter a formula in cell E4 to multiply 'Calls per Hours' by the fixed Bonus Rate in cell B12. Using AutoFill, copy the formula to the remaining cells.
12. Calculate the 'TOTAL'.