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### Ms Excel Question Paper Practical

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Fig.1. Laughing MS Excel 2010 . In this practical work you will learn to use Microsoft Excel 2010 version of this the spreadsheet program. To launch the application, press the START button, move the mouse cursor over the "All Programs" button and select " Microsoft Office" from the list that appears. In the list of shortcuts

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MICROSOFT OFFICE PRACTICE QUESTIONS 25rmmakaha@gmail.com QUESTION Excel: Practice 2 Objectives: The Learner will be able to: 1. Copy a spreadsheet at least 75% of the time 2. AutoFill a Series with the Autofill command at least 75% of the time 3. Add data to a Summary sheet using Reference links at least 75% of the time 4.

### Microsoft Office Package: Practical Questions

MICROSOFT OFFICE PRACTICE QUESTIONS 22rmmakaha@gmail.com QUESTION a) Using MS Excel draw up a trading and profit and loss account for the year ended 31 December 2006, & A BALANCE SHEET AS AT THAT DATE in a new worksheet. 4 Columns should be used, 1 for details and the other 3 for the figures. The columns for the figures should have 4 borders.

### Microsoft Office: Practice Questions

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Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows. Formatting Worksheets. AutoFill, Numeric formats, previewing worksheets. 1. Open a new workbook and save the file with the name Payroll ó. 2. Enter the labels and values in the exact cells locations as desired. 3.

### MS Excel Exercises - Yaqoob Al-Slais

1) What is Microsoft Excel? Microsoft Excel is an electronic spreadsheet application that enables users to store, organize, calculate and manipulate the data with formulas using a spreadsheet system broken up by rows and columns. It also provides the flexibility to use an external database to do analysis, make reports, etc. thus saving lots of ...

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3 5. Create Queries: Query 1: List all of the books that are published by Prentice Hall using the LastName field of the Author table, the Title field of the Book table, and the PubName field of the Publisher table.Sort the query in ascending order according to the Title field.Save this query as Prentice Hall Books. Query 2: List all of the books where the publish date is greater than today's ...

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