

## Kombolcha Polytechnic College

### Microsoft Excel Practical Exam – Payroll System

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Year: \_\_\_\_\_

#### Instructions:

- Create a new Excel workbook named 'Payroll.xlsx'.
- Complete all tasks step by step.
- Use formulas and proper formatting where required.
- Submit your final Excel file after completion.

#### Section 1: Payroll Table Creation

1. In Sheet1, create a payroll table with the following data:

Employee ID	Full Name	Position	Basic Salary	Days Worked	Bonus	Deductions	Net Salary
E001	Abebe Kebede	Manager	15000	22	2000	1500	
E002	Almaz Tsegaye	Accountant	12000	20	1500	1200	
E003	Dawit Tesfaye	Clerk	9000	18	1000	800	
E004	Selam Mekonen	Secretary	10000	21	1200	1100	

#### Section 2: Calculations

2. Use the formula:  $\text{Net Salary} = (\text{Basic Salary} / 26) * \text{Days Worked} + \text{Bonus} - \text{Deductions}$
3. Format all currency fields appropriately (Basic Salary, Bonus, Deductions, Net Salary).
4. Apply borders to the table and bold the header row.

#### Section 3: Functions and Analysis

5. Calculate the Total Payroll Amount (sum of all Net Salaries).

# Practical Exam For Payroll Clerk

**S. Rao Vallabhaneni**



## **Practical Exam For Payroll Clerk:**

*Certified Internal Auditor Part 2 Conducting the Internal Audit Exam Practice Questions* Brian Birds, The CIA exam Part 2 includes four domains focused on managing the internal audit activity planning the engagement performing the engagement and communicating engagement results and monitoring progress Part 2 tests candidates knowledge skills and abilities particularly related to Performance Standards series 2000 2200 2300 2400 2500 and 2600 and current internal audit practices Payroll Clerk National Learning Corporation,2019-02 The Payroll Clerk Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to arithmetic computation name and number checking office record keeping operations with letters and numbers public contact principles and practices and more

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S. Rao Vallabhaneni, 2021-10-19

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- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Practical Exam For Payroll Clerk.

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