College



University of Bahrain of Information Technology Department of Information Systems MS Excel Exercises



Exercise 1

Objectives:

- Introduction to MS Excel files, Workbooks, Worksheets, Columns and Rows.
- Formatting Worksheets.
- AutoFill, Numeric formats, previewing worksheets.

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- 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 warp 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.

Microsoft Project Practical Exercises

Carl S. Chatfield, Timothy Johnson

Microsoft Project Practical Exercises:

Working Smarter with Microsoft Project Staci Warne, 2024-11-29 Transform your project outcomes using practical project management techniques and expert tips with this exhaustive guide Key Features Take charge of your projects with optimized planning for schedules resources and costs Make smart decisions through data driven insights and real time progress tracking Leverage AI driven insights with Microsoft Project to streamline tasks and improve decision making for better results Purchase of the print or Kindle book includes a free PDF eBook Book Description Project management is filled with various challenges such as managing unforeseen risks balancing priorities and shifting project scopes which can lead to inefficiencies This definitive guide leverages the author's 25 years of industry experience to take you on a hands on journey to unlock your full potential with Microsoft Project This book helps you grasp the fundamental aspects of project creation before moving on to more advanced topics covering tracking maintenance and collaborative aspects for any project You ll find out how to track progress optimize schedules manage budgets and customize reports based on business requirements by using easy to follow instructions and illustrations The book taps into the author's extensive experience as a Microsoft Certified Trainer MCT and Project Management Professional PMP to provide you with invaluable insights into managing resource overallocations mastering advanced resource management techniques and seamlessly integrating Microsoft Project with other tools to boost productivity and achieve success with your projects By the end of this Microsoft Project book you ll be able to create professional project plans execute projects with confidence and consistently achieve your desired outcomes What you will learn Discover best practices for structuring projects and tasks efficiently Utilize techniques to build accurate schedules and resource plans Uncover efficient ways to track progress and make data driven decisions Implement various strategies to optimize your resource usage and costs Execute different methods for evaluating projects and managing risks Perform customized reporting for enhanced insights and decision making Integrate Microsoft Project with AI powered and other collaboration tools to enhance productivity and streamline teamwork Who this book is for This book is for project managers coordinators IT professionals business analysts entrepreneurs trainers instructors and students who want to plan and manage projects efficiently using Microsoft Project It's also ideal for trainers and project managers looking to train others in how to use Microsoft Project Basic familiarity with project management concepts will be helpful but it s not a Microsoft Project 2013 Step by Step Carl Chatfield, Timothy Johnson, 2013-03-15 Experience learning prerequisite made easy and quickly teach yourself how to manage the complete project life cycle with Project 2013 With Step by Step you set the pace building and practicing the skills you need just when you need them Work with Project 2013 on your PC or touch enabled device Build and fine tune your project plan Schedule tasks and milestones and assign resources Track progress and costs and manage variances Troubleshoot delays and budget overruns Customize Gantt chart views tables and calendars Learn project management best practices Using Microsoft Project 2002 Tim Pyron, 2002 This edition has been thoroughly

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