

**King Fahd University of Petroleum and Minerals**  
**MIS-105--- Introduction to Computer Applications**

**Lab#3: Gaining Proficiency in Microsoft Excel**  
**Instructor: Irfan Ahmed ILYas**

Chapter Number: 2

Chapter Title:  
Gaining Proficiency: The Web and Business Applications

**Hands On Exercise 1** (Book page# 69)

You are assigned with the job of completing a payroll spreadsheet for a company. The salary calculation includes some tax deductions, including Withholding tax and FICA tax (the rates are given). [Files Needed: Payroll.xls]

**Hands On Exercise 2** (Book page# 78)

You are having a worksheet for calculating the ‘Consolidated Statement of Earnings’ for a company. You are supposed to publish the details as a web page. Also you need to include a hyperlink for the company website on the sheet. [Files Needed: Statement of Earnings.xls]

**Hands On Exercise 3** (Book page# 89)

Include a web query into a worksheet to retrieve current stock prices from Internet. Make sure you have an Internet connection available for completing this exercise. [File Needed: Stock Portfolio.xls]