

## Create, Enter Labels and Values, Make Simple Corrections, and Save Spreadsheets

**Directions:** *Create and save the following spreadsheet:*

1. Create a new document in your spreadsheet program.
2. Enter the labels and values in the exact cell locations shown in the illustration. Employee numbers are numeric labels that are left aligned.
3. Edit the entry in A3 to read EMPL NO.
4. Add employee #253, Tucker, at a rate of 9.00, and 25 hours worked.
5. Type your name on the row below the last entry.
6. Save the file as **Activity F601-04**.
7. Close and exit the spreadsheet.

	A	B	C	D	E	F	G	H
1					PAYROLL			
2								
3	EMPL #	EMPL NAME	HOURLY RATE	HOURS WORKED	GROSS PAY	SS	FWT	NET PAY
4								
5	123	Baker	7	40				
6	146	Smith	6.5	30				
7	258	Dixon	8	25				
8	245	King	9.5	40				
9	260	Carr	6	15				
10	271	Wilson	9	40				
11								

### Spreadsheets

Use spreadsheet software with alternative input devices.