

## Use Formulas; Format and Enhance Data; Copy Formulas; Align Data

**Directions:** Use your spreadsheet program to complete the following spreadsheet:

	A	B	C	D	E	F	G	H
1					PAYROLL			
2	Date							
3	EMPL NO	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	253	Tucker	9	25				
12								
13	Totals							
14								
15				Maximum gross pay			Maximum net pay	
16				Minimum gross pay			Minimum net pay	
17								
18								

1. Open **Activity F601-04**.
2. Enter the new labels Date and Totals in the exact locations shown.
3. Calculate gross pay; enter a formula in cell E5 to multiply hourly rate by hours worked.
4. Copy the formula in E5 to E6:E11.
5. Calculate social security tax: 7.65% of gross pay.
6. Copy the formula from F5 to F6:F11.
7. Calculate federal withholding tax: 20% of gross pay.
8. Copy the formula from G5 to G6:G11.
9. Calculate net pay; subtract taxes from gross pay.
10. Copy the formula from H5 to H6:H11.
11. Calculate Totals: use Autosum to add the values and copy the formula to the appropriate locations.
12. Determine the largest and smallest amount of gross and net pay by using the MAX and MIN function as illustrated.
13. Format titles and column headings as center, bold, sans serif font.
14. Format money amounts in columns with a comma and two decimal places; format totals for currency
15. Insert today's date in A2 in a month, day, year format, bold, and italicize.
16. Key your name in a header or below the last line of data.
17. Print with gridlines and column/row headings in landscape orientation.
18. Save as **Activity F603-02**.

### Spreadsheets

Use spreadsheet software with alternative input devices.