

Use What-If Analysis

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

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Payroll												
2	WEEK ENDING:												
3				(=IF Fun)									
4													
5	ID	Last Name	First Name	Hourly Rate	Hours Worked	Regular Time	Overtime	Gross Pay	State Tax	Federal Withholding	Social Security	Insurance	Net Pay
6	1	Alderman	Drew	10.00	43.0								
7		Basting	Briana	7.50	40.5								
8		Benton	Jackie	8.45	27.0								
9		Goggins	Debbie	25.00	43.0								
10		Miller	Phillip	15.00	54.0								
11		Risso	Yolanda	5.36	40.0								
12		Smith	Scotty	8.48	44.0								
13		Stayley	Amanda	9.50	49.0								
14		Wright	Lisa	7.95	47.0								
15		Younger	Bob	12.55	63.0								
16													
17			TOTALS										
18			MAXIMUM										
19			MINIMUM										
20			AVERAGE										
21													
22													

- Use Fill Series with step value of 5 for the Employee ID number.
- Format column headings as shown: wrap text, bold, center, border.
- Center Rows 1-3 across selection. Set for 14 pt., bold, Arial.
- Replace (=IF Fun) with the current date.
- Use an =IF statement to calculate the regular and overtime wages. If the employee works more than 40 hours per week, hours over 40 are paid at "time and a half" calculated by multiplying hourly rate by 1.5%. Gross pay (or total wages earned) is the sum of the regular wages and overtime wages.
- Create formulas to calculate State Withholding Tax at a rate of 9.5%; calculate Federal Withholding Tax at the rate of 15%; and calculate Social Security at 7.65%.
- All employees have insurance premiums withheld at a rate of \$16.00 per week.
- Use appropriate functions to calculate the column totals, maximums, minimums, and averages for all monetary columns.
- Be sure to format the monetary columns with a comma and 2 decimal places.
- Format Hours Worked for 1 decimal place and Hourly Rate for 2 decimal places.
- Print the worksheet in landscape format with row/column headings. PRINT PREVIEW to ensure all columns fit on the page. If the worksheet is too large for one sheet, use the correct command to "fit to" one page or adjust the margins.
- Print the formulas/functions page and staple together both sheets before turning in. You will have to readjust the column widths.
- The page header should include student's name, class period, and filename, **Activity F603-04**.

Spreadsheets

Use spreadsheet software with alternative input devices.