

## Excel Project 1 – Instructions – Due March 23, 10 pm

1. Open the file **Project1-Draft.xls** and save the workbook as an “.xlsx” file, replacing the word “Draft” with your name.
2. Replace the old manager’s name (“Lisa Carr”) with your name in rows 4 and 22. Be sure to put your last name first in row 22.
3. In cell B5, insert today’s date.
4. Insert a formula in cell E4 that multiplies the Overtime hours by the Overtime Rate and adds it to the Hours. (Use an absolute reference.)
5. Insert a formula in cell F4 that multiplies the Total hours by the Hourly Wage.
6. Insert a formula in G4 that multiplies the Gross salary by the W/H (withholding) tax rate. (Use an absolute reference.)
7. Insert a formula in H4 that multiplies the Gross salary by the SS (Social Security) rate. (Use an absolute reference.)
8. Insert a formula in I4 that subtracts the sum of WH Tax and SS Tax from the Gross Salary. (Use parentheses, but do not use the Sum function.)
9. Insert a formula in J4 that uses an IF() function to indicate “Yes” if the employee worked fewer than 35 hours or else indicates “No”.
10. Copy the formulas in cells E4 through J4 to cells E5 through E22.
11. Calculate the Totals in Row 24 for columns C through I.
12. Calculate the Averages in Row 25 for columns B through I.
13. Insert a blank row between the rows for Totals and Averages.
14. Spell-check the worksheet and make all suggested changes.
15. Adjust the column widths so that the contents in rows 7 through 22 fit inside each respective cell.
16. Adjust the dollar amounts in the Totals and Averages rows so that they have two decimal places.
17. Adjust the hour amounts in the Totals and Average rows so that they have one decimal place.
18. Set the worksheet in the Landscape orientation.
19. Sort the table so that the names are in alphabetical order.
20. Attach the file to an email message and send it to **RichMalloy@gmail.com**. Be sure that the Subject line of the message includes **Excel Project 1** and your name.