**Worksheets**

**Assignment Details:** Overall Document

* Margins should be set at .5 for left and right and .75 for top and bottom.
1. Page orientation should be Landscape.
2. Page Footer
3. Left – Current as of (date) at (time) – regular 12 pt. Times New Roman – use icons
4. Right – spreadsheet name/worksheet name – regular 12 pt. Times New Roman – use icons
5. Page Header – center company name – bold 16 pt. Times New Roman
6. Sheet – spreadsheet should be printed with gridlines.

Save document as Payroll in your spreadsheet/Project folder

* **Worksheet #1 – Data**
1. The tab will be named DATA.
2. In cell A1, type Week Ending: and bold it. In cell C1, type in 2/27/2004. Change the date format so that it will print out as 27-Feb-04
3. Column Headings
4. Should be in this order: Emp. #, Last Name, First Name, Hours Worked, Wage Rate, 401k %, Gross Pay, 401k Cont., and Net Pay.
5. All should be bold, 16 pt., Times New Roman, shaded light gray (right above white), centered and each cell should be outlined.
6. Make sure that the cells are sized so that you can read all the text.
7. Cell Formats
8. $ format – Wage Rate, Gross Pay, 401k Cont., Net Pay
9. % format – 401k %
10. Number 0 decimal – Hours Worked
11. Enter the following data into your worksheet: (make sure that Hours Worked and Medical Insurance are formatted with Wrapped Text)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Emp. # | LastName | FirstName | HoursWorked | WageRate | 401K % | MedicalInsurance |
| S1928 | Smith | James | 42 | 6.50 | 0.01 | 25.00 |
| M3746 | Miller | Mary | 40 | 5.00 | 0.05 | 15.00 |
| W7382 | Welsh | Samuel | 60 | 7.60 | 0.00 | 18.00 |
| C9100 | Christians | Samantha | 55 | 8.40 | 0.11 | 20.00 |

1. Sort Data – sort your data so that the last names are ascending (A-Z)
2. Insert a column after Gross Pay and before 401k Cont. The column heading will be FICA Tax. It should look exactly like the other column headers (you might want to use the format painter.) The cells in this column will be in $ format with two decimal places.
3. Insert a row for Robert Davis (alphabetically according to the sort order). His Employee # is D5564, he worked
4. Enter the following calculations:
5. Gross Pay = Hours Worked \* Wage Rate
6. FICA Tax = 7.65% \* Gross Pay
7. 401k Cont. = 401k% \* Gross Pay
8. Net Pay = Gross pay – (FICA Tax + 401k Cont.+ Medical Insurance)
9. Skip one row and then enter TOTALS in Column A and bold it. You will sum up the following columns – Hours Worked, Medical Insurance, Gross Pay, FICA Tax, 401k Cont., and Net Pay. Use the Sum function to calculate this. The other cells will be left blank.
10. Below TOTALS in Column A type in AVERAGE and bold it. You will average the following columns – Hours Worked, Wage Rate, 401k %, Medical Insurance, Gross Pay, FICA Tax, 401k Cont., and Net Pay
* **Worksheet #2—Column Chart**
1. Create a column graph showing each person’s Gross Pay and Net Pay. The column graph type should be clustered column. (Insert/Chart/Column/Clustered Column)
2. Click NEXT and now you need to enter the data. The data will be coming from the DATA worksheet.
3. Click on the DATA tab, which will take you back to that worksheet.
4. Hold the CTRL key down and select all the last names (do not select the column heading).
5. Continue holding down the CTRL key and select all the Gross Pay.
6. Continue holding down the CTRL key and select all the Net Pay.
7. Click on the SERIES tab.
8. Click on SERIES 1 then type GROSS PAY in the Name field.
9. Click on SERIES 2 then type NET PAY in the Name field.
10. Click NEXT.
11. Enter the Chart Title as “Gross Pay to Net Pay.” Click NEXT.
12. Select the radio button for AS NEW SHEET and call the sheet CHART. This will name the worksheet CHART and place your chart in there.
* **Worksheet #3—Pie Chart**
1. Create a pie chart showing each employee’s percentage of all of the Net Pay. Use the Exploded Pie chart type.
2. Select the data from DATA to be used in this pie chart. You will need the Last Name and the Net Pay data.
3. The chart title should be Net Pay Portions.
4. Click on Data Labels and select Percentage.
5. Select the radio button for AS NEW SHEET and call the sheet NET PAY PIE. This will name the worksheet NET PAY PIE and place your chart in there.
6. You will notice that Excel inserted the worksheet before CHART. I would like it after CHART so you need to move it. Left mouse click on NET PAY PIE tab and drag it to after CHART.
* **Worksheet #4—What-If-Analysis**
1. Click on a new tab and name it ANALYSIS.
2. You are going to do a what-if analysis on the data you entered in on the DATA worksheet. I don’t want you to mess up the data you already entered in the worksheet so make a copy of it.
	1. Click on the DATA worksheet.
	2. Click on the box in the upper left-hand corner - to the left of A and above 1. This will select the entire worksheet.
	3. Copy this selection either by using CTRL-C or by using the menu Edit/Copy. This will place your selection out on the clipboard.
	4. Click on the ANALYSIS tab. Click on the same box in the left-hand corner that you did in step B. This will again select the entire worksheet.
	5. Paste your selection by either using CTRL-V or by using the menu Edit/Paste. This will take the selection from the clipboard and place it in your spreadsheet. It should now look exactly like what you have in the DATA worksheet.
3. Your analysis task as the company payroll administrator is to figure out what percent raise you can give across the board to your employees and not have your Gross Pay exceed $2000.00 – assuming that everyone’s hours will remain the same. (This is the same % for every employee and it is a whole % number). Hint: You might want to add a column that has the raise increase and a column for the new calculated wage rate and calculate gross pay from the new wage rate