

# EXCEL SPREADSHEET ASSIGNMENT PAYROLL

Open the Payroll excel file on the classroom.

**Instructions: the XXX in a cell, displays where you will be entering formulas/functions**

	A	B	C	D	E	F	G	H
1			BEST COMPUTER COMPANY					
2			PAYROLL for Your Name					
3								
4	Tax Percentage		0.3					
5	Union Dues Percentage		0.1					
6								
7	EMPLOYEE NAME	HOURLY RATE	HOURS WORKED	GROSS PAY	TAXES WITHHELD	UNION DUES	TOTAL DEDUCTIONS	NET PAY
8	FORD	8.90	35.00	XXX	XXX	XXX	XXX	XXX
9	BELL	8.00	30.00	XXX	XXX	XXX	XXX	XXX
10	CARTER	6.50	25.00	XXX	XXX	XXX	XXX	XXX
11	AARON	9.00	40.00	XXX	XXX	XXX	XXX	XXX
12	EDWARDS	5.57	36.50	XXX	XXX	XXX	XXX	XXX
13	DAVIS	6.30	39.00	XXX	XXX	XXX	XXX	XXX
14	TOTALS			xxx	xxx	xxx	xxx	xxx
15								
16	NUMBER OF EMPLOYEES			xxx				
17	HIGHEST GROSS PAY			xxx				
18	LOWEST GROSS PAY			xxx				
19	AVERAGE GROSS PAY			xxx				

## INSTRUCTIONS for PART 1:

1. Merge & Center **BEST COMPUTER COMPANY** across columns **B to G**.
2. Merge & Center **PAYROLL for Your Name** across columns **B to G**.
3. In **Row 7**, Wrap text for the 8 column headings and make sure they are displayed on two lines. Adjust column widths like the example above.
4. **To Determine GROSS PAY:**
  - a. Select Cell D8
  - b. Enter a formula to find Gross Pay (=Hourly Rate \* Hours Worked)
  - c. Copy Down formula from Cell D8 to D13 to find Gross Pay for all Employees
  - d. Select cell D14. Use the SUM function to add all employees Gross Pay.
5. For each employee find **TAXES WITHHELD**
  - a. Click in Cell E8
  - b. Use an Absolute Reference to calculate the Taxes Withheld.
    - i) (Gross Pay \* Tax Percentage)
    - ii) Remember to use the \$ signs around the Tax Percentage Cell Reference. ie: \$C\$4
6. For each employee find **UNION DUES**
  - a. Click in Cell F8
  - b. Use an Absolute Reference to calculate the Taxes Withheld.
    - i. (Gross Pay \* Union Dues Percentage)
    - ii. Remember to use the \$ signs around the Union Dues Percentage Cell Reference.
7. For each employee find **TOTAL DEDUCTIONS**
  - a. Enter a formula to find Total Deductions (Taxes Withheld plus (+) Union Dues).
8. For each employee find **NET PAY**
  - a. Enter a formula to find Net Pay (Gross Pay Minus (–) Total Deductions).

9. To Find the **TOTAL** for Columns D through H.
  - a. Use the **SUM** function to find the TOTAL for Gross Pay through Net Pay on Row 14

**Check your number and formula solution to  
Mr. Jauch's solution on the google classroom.**

**Challenge: try to complete the lowest part of the Payroll Spreadsheet with the following limited instructions. You may need to search the functions bar or the internet to figure out what function to use. Good Luck!**

**10. Find the NUMBER of Employees**

- a. Select Cell D16
- b. Click on the formulas tab & select the function button on the top left
- c. Search for a function that would calculate the number of employees.
- d. Select the Range A8:A13

**11. Find the HIGHEST Gross Pay**

- a. Select Cell D17
- b. Click on the formulas tab & select the function button on the top left
- c. Search for a function that would calculate highest value.
- d. Select the Range D8:D13

**12. Find the LOWEST Gross Pay**

- a. Select Cell D18
- b. Click on the formulas tab & select the function button on the top left
- c. Search for a function that would calculate lowest value.
- d. Select the Range D8:D13

**13. Find the AVERAGE Gross Pay**

- a. Select Cell D19
- b. Click on the formulas tab & select the function button on the top left
- c. Search for a function that would calculate the average value.
- d. Select the Range D8:D13

**Great job! Please continue to work on your lesson 4 assignments on the google classroom.**