Lab 6
Formatting Excel Formulas and Functions

1. Sample in http://faculty.lasierra.edu/~dlin/classes/cptg104/labs/lab06/sample.pdf
   Enter the worksheet title Deuce Plumbing in cell A1 and the subtitle Weekly Payroll Report in cell A2. Enter the column titles in row 6, and the row titles in the range A13:A16.

2. Change the title to 28-point Britannic Bold white, bold font. Change the title’s background color to brown. Center the title across columns A through I. Format the subtitle similar to the title except change its font size to 16. Format the cell range A1:A2 with a thick bright green border.

3. Automatically adjust the column widths for the titles in row 6 by selecting row 6 and then doing Format | Column | AutoFit Selection.

4. Automatically adjust the column widths for the titles in column A by selecting column A and then doing Format | Column | AutoFit Selection.

5. Enter the text “Federal Tax Rate:” in cell F3. In cell F4, enter the text “State Tax Rate:”. In cell F5, enter the text “Dependent Credit:”. Apply right alignment to these three cells.

6. Enter tax rates of 20% in cell G3, and 3.2% in cell G4, and format both numbers in Percent Style, with one decimal place. Enter 38.46 in cell G5, and format this number in Currency Style.

7. Enter the following data in the range A7 through D12.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Rate</th>
<th>Hour</th>
<th>Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenkins, Haley</td>
<td>31.75</td>
<td>43.00</td>
<td>4</td>
</tr>
<tr>
<td>Krate, Joe</td>
<td>22.85</td>
<td>36.50</td>
<td>6</td>
</tr>
<tr>
<td>Prancer, Kylie</td>
<td>8.75</td>
<td>52.00</td>
<td>7</td>
</tr>
<tr>
<td>Riaz, Juan</td>
<td>18.75</td>
<td>23.25</td>
<td>2</td>
</tr>
<tr>
<td>Sanchez, Maria</td>
<td>35.30</td>
<td>40.00</td>
<td>4</td>
</tr>
<tr>
<td>Webber, Kevin</td>
<td>16.50</td>
<td>34.25</td>
<td>2</td>
</tr>
</tbody>
</table>

8. Do not manually enter the numbers in the range E7:I12. Use the following formulas to determine the gross pay, federal tax, state tax, and net pay for the first employee only in cells E7:I7. Do not type in the federal and state tax rates directly into the formula. Instead, use the values in cells G3 and G4 entered from step 6 above. Also, use the Dependent Credit value in cell G5.
   a. Gross Pay = Rate × Hours
   b. Federal Tax = 20% × (Gross Pay – Dependent × Dependent Credit)
   c. State Tax = 3.2% × Gross Pay
   e. % Taxes = (Federal Tax + State Tax) / Gross Pay

   Make sure that the formulas that you enter in can be copied correctly to other cells.
9. Copy the five formulas from step 8 to the remaining employees in cells E8:I12. Make sure that after the copy, these new formulas are correct.

10. Enter the correct formulas to calculate the totals for hours, gross pay, federal tax, state tax, and net pay in row 13.

11. The % Taxes paid in cell I13 is calculated using the same formula as in step 8e above.

12. Use the appropriate functions to determine the average, highest, and lowest values of each column in rows 14 through 16. To find the appropriate functions, do Insert | Function from the menu, and then search for the function by typing in a brief description.


14. Assign the Number style format with two decimal places and the 1000 separator (,) to the ranges B8:H12 and C7:C16.

15. Assign the Currency style format (with a floating dollar sign) and two decimal places to the cell B7, range E7:H7, range E13:H13, range B14:B16, and range E14:H16.

16. Assign the Number style format with zero (0) decimal places to the range D7:D16, and Center them.

17. Assign a Percent style format with three decimal places to the range I7:I16.


19. Change the width of column A to 18.00 points. If necessary, change the widths of columns B through H to best fit. Change the heights of row 1 to 39.75 points and rows 2, 6, and 14 to 30.00 points.

20. Use the Conditional Formatting command on the Format menu to display white, bold font on a green background for any rate in the range B7:B12 greater than $30.00.

21. Enter your name, course, date, and instructor name in the range A18:A21.

22. Type in cell C19 the exact equation that you entered in cell F8 but show this as text, not as an equation. To do this, first type in a single quote (') followed by the rest of the equation from cell F8. When Excel sees this first quotation mark, it will interpret the rest of the string as text rather than an equation.

23. Type in cell C21 the exact equation that you entered in cell G8 just like step 23.

24. Press CTRL+ACCENT MARK (`) to change the display from the values version to the formulas version. Note that the accent mark is not the single quote mark ('). Click on the menu File | Page Setup. In this Page Setup window, select the landscape orientation and the Fit to 1 page option. Print the formulas version of the worksheet.

25. Press CTRL+ACCENT MARK (`) again to reset the worksheet to the values version. Reset the Scaling option to 100% by clicking the “Adjust to” option button in the Page Setup window and set the percent value to 100%. Print the values version in portrait orientation. Hand in both printouts.