

Graph Test

Directions→

1. Create the following spreadsheet and save it as GRAPH TEST.
2. You must write the necessary formulas to calculate the gross pay, taxes (Gross Pay *25%), and the net pay for each employee.

	A	B	C	D	E	F
1	Payroll for ABC Company					
2					Taxes	
3	<u>Name</u>	<u>Hours</u>	<u>Pay Rate</u>	<u>Gross Pay</u>	<u>(25% of gross pay)</u>	<u>Net Pay</u>
4	Crest	42	\$8.95			
5	Friebolin	40	\$8.85			
6	Marlatt	38	\$9.15			
7	Blose	12	\$5.50			
8	Wanamaker	40	\$9.45			

3. Create a chart that will **compare** the employees' gross pay and net pay.
4. Give the chart the title→ {your name}'s Payroll Chart
5. Add appropriate titles to the axis. For example: Employees' Names *and* Pay Amount.
6. Rename the sheet tab, call it TEST.
7. Increase the size of the legend, labels and titles so that they are easily read.
8. Change the color and pattern of one of the bars.
9. Add a header with your name, date and **graph test**.
10. Proofread and re-save.
11. PREVIEW! PREVIEW! PREVIEW!
12. Print the spreadsheet with the chart and data showing.
13. Print the formulas **only**.