

## Excel—Formulas

1. Create a new workbook file and enter the following data into it:

Pocono Mountain Painters' Payroll			
Name	Rate	Hours	Pay
Berenson	9.25	10	
Alvarez	9.46	40	
Czerny	10.54	38	
Teij	10.64	40	
Silvers	9.5	37.5	
Patino	10	40	
Wang	9.88	40	
Golden	9.96	40	
Total			

2. Calculate the Gross Pay for each employee
3. Calculate the total pay for all employees (approximately cell D13)
4. Change all font to the style of your choice size 12 point
5. Bold the column headings—Name, Rate, Hours and Pay
6. Also change the column headings to 18 point
7. Right align Rate, Hours and Pay
8. After Czerny, add another row with the following information:  
Turner, 10.55, 40
9. Copy the formula to calculate the pay for Turner
10. Change the hourly rate for Wang to be 11.00
11. Format all dollar amounts with two decimal places
12. Add \$ to the first row which contains dollar amounts and the total
13. Bold and right align the column heading Total
14. Add a header and save as payroll.
15. Print formulas **and** values