

Student Name: _____ Period: _____ Date: _____

INDEPENDENT PRACTICE: CREATE A LIST

Directions: In this activity, **you will work independently** to format a spreadsheet and create a list.

1. Open the **IP-List-Student** spreadsheet that has been sent to you electronically by your teacher.
2. Insert a column after Column B and key Division as the column heading in Cell C3
3. Beginning in Cell C35, key the following information:

Division
Accounts Payable
Administrative Professionals
Customer Support
Education
Human Resources
Maintenance
Marketing
Payroll
Shipping

4. In Cell C4, use the list function to create a drop down list for the divisions and copy the list to all remaining cells in Column C that contain employee data
5. In Column C, select the division for each employee according to the list below:

Division	Employee
Human Resources	Adams, Lee
Customer Support	Barnes, Eddie
Marketing	Barnes, Lois
Maintenance	Cane, Rebecca
Maintenance	Cotton, Donna
Administrative Professionals	Crockett, Jim
Marketing	Feree, Eileen
Education	Holt, Bill
Administrative Professionals	Jones, Barbara
Customer Support	Jones, Barry
Human Resources	Kelly, Linda
Education	Knots, Eddie
Shipping	Louis, May
Education	Love, LeAnn
Payroll	Lowe, Brenda

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Division	Employee
Accounts Payable	Lowe, Donald
Education	McIntosh, Angie
Marketing	McKay, Amy
Marketing	Melton, Debra
Shipping	Miller, Kim
Education	Osswold, Tom
Marketing	Pendergrast, Jane
Payroll	Scott, Patrice
Marketing	Stevens, Nancy
Administrative Professionals	Wayne, Ellen
Accounts Payable	White, Lonnie

6. Create a list of all data in the range A3:M29 (in Word 2007, use insert table)
7. Sort the list in alphabetical order by Employee
8. Select the Marketing Division
9. Display the Averages for Hourly Rate, Overtime Rate, Hours Worked, Overtime Hours, Regular Pay, Gross Pay, and FICA
10. Display the total Net Pay (for Marketing)
11. Print the data for the Marketing Division
12. Save and submit according to teacher directions