

Student Name: _____ Period: _____ Date: _____

GUIDED PRACTICE: MORE FORMATTING

In this exercise, you will **follow along with your teacher** to enter and format data and complete the following tasks:

- Format numbers and labels (review)
 - Format borders (review)
 - Insert and delete columns and rows
 - Rename a spreadsheet
 - Move a spreadsheet
 - Use functions and formulas
- Record the notes and steps necessary to complete each task in the spaces provided as your teacher demonstrates
 - Upon completion of the activity, save and submit according to teacher directions
 - Remember to save your work periodically throughout the activity
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1. Open the **GP More-Student** spreadsheet
2. Set a header with your name, date, and the filename of this activity
3. Format the title, ABC Hourly Payroll, in bold, 16 pt. font and center the title across all columns. You may need to adjust the row height.
4. Format the headings in Row 3 for wrap text, center, initial caps, and bold font, and readjust the column width; adjust row height if needed
5. Delete Row 7
6. **Format labels** – Format the data Column A as a label (text).

Remember that sometimes numbers are entered for identification purposes and not for calculations, such as the employee social security numbers in Column A. This data is used to identify each employee and will not be used to calculate pay.

Notes:

7. Format the data in Column C as currency
8. Format a **double-line border** around Row 3

Notes:

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9. **Rename** the spreadsheet tab **Payroll**

Notes:

10. **Move** the Payroll sheet behind Sheet 2

Notes:

11. Key the data below in Column D, Hours Worked, and **format the data as number** with one decimal place.

Hours Worked
40.0
45.0
39.0
40.5
16.0
32.0
40.0
41.5
6.0
45.0
18.0

12. Insert a new column after Column F and key **Regular Pay** as the column heading

13. Enter a formula in Cell G4 to calculate regular pay (Regular Hours x Hourly Rate) and copy the formula to the remaining cells in the column

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14. Insert a new column after Column G and key **Overtime Pay** as the heading

15. Enter a formula in Cell H4 to calculate the Overtime Pay and format the data as currency.
You will enter a formula in Cell H4 to multiply the result of the regular rate multiplied by 1.5 by the overtime hours. **Hint:** $=(\text{Hourly rate} * 1.5) * \text{Overtime hours}$

16. Insert a new column after Column H and key **Gross Pay** in the heading.

17. In I4, enter a formula to calculate gross pay by adding regular and overtime pay and copy the formula to the remaining cells in the column and format the data as currency.

18. Adjust column widths if necessary, re-center the title of the spreadsheet across all columns, and add borders to the newly added columns

19. In Cell I16, use a function to enter a formula to total all of the gross pay.

20. Save and submit your work according to teacher directions.