**Microsoft Excel: Practice 1**

**Working with Equations**

Enter the labels and format the labels big, bold, and centered

* In Cell A1 type: First Name
* In Cell B1 type: Last Name
* In Cell C1 type: Department
* In Cell D1 type: Salary

**Add the data**

Use the following data:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | First name | Last name | Department | Salary |
| 2 | Reggie | Finch | Production | 65,135 |
| 3 | Carl | Holmes | R & D | 94,022 |
| 4 | Margaret | Weston | Purchasing | 80,938 |
| 5 | Quincy | Morris | Marketing | 123,150 |

**Format the Columns**

Select column D and use the Currency tool

**Creating Equations**

Select Cell D6 and use AutoSum to add up the SUM of the Salaries in the D Column.

Select Cell D7 and use Insert Function to calculate the AVERAGE of the Salaries. Make sure you are averaging the correct cells.

**Using IF functions**

This activity compares the employee’s salary with the Average in Cell D7.

Insert the label "Compare" into cell E1

In E2, insert the IF function.

In the Wizard, enter the following information

Logical Test: D2>D7

Value\_if\_true: "Above"

Value\_if\_false: "Below"

Use the Insert Function wizard to put the correct formula for the remaining cells.

**Save the spreadsheet and name it:** Excel Intermediate Practice 1

**Intermediate Microsoft Excel: Practice 2**

# Create a Time Sheet for two weeks

**Follow the steps below to make a time sheet:**

**Enter the Labels in the first row**

In Cell A1 type: Week

In Cell A2 type: One

In Cell A3 type: Two

In Cell B1 type Monday

Use the AutoFill handle to add Tuesday through Saturday

Resize columns as needed

**Calculate the Total**

In Cell H1 type: Total

In Cell H2 create the equation: =Sum(B2:G2)

Use the AutoFill handle to fill down that equation to G4

**Calculate the Daily Total**

Enter sample data in cell B2 through F2 and B3 through F3 (See below for data)

Select Cell B4 and Autosum the total

Use the AutoFill handle to add this equation to Cells C4 through H4

SAMPLE Data:

Week 1: Monday, Thursday, Friday, and Saturday, you worked 8 hours; Tuesday—12 hours; Wednesday—7.5 hours

Week 2: Monday, Tuesday, Thursday and Saturday you worked 8 hours; Wednesday—6 hours and Friday 4 hours.

**Format the cells**

Make the Labels Bold

Align all of the text Centered, in the middle of the cells

Select the information and place borders around the entire table

**Calculate the overtime in Cell G8**

The equation in cell G8 would be: =H4-80

**Save the spreadsheet and name it:** Excel Intermediate Practice 2