

Excel – Advanced Cell Formatting

1. Open the ExcelPractice3JohnDoe spreadsheet.
2. Enter a simple formula to add the number of hours for Employee 256 by clicking in Cell G3 and keying in $+B3+C3+D3+E3+F3$. After you have keyed in the formula press the enter key. Please note that this formula using relative cell addresses. Relative cell addresses automatically change when they are copied vertically or horizontally.

	A	B	C	D	E	F	G	H
1		Weekly Time Sheet						
2	Employee Number	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Hourly Wage
3	256	8	8	8	8	8	$+B3+C3+D3+E3+F3$	
4	371	8	6	8	6	8		9.75
5	151	8	8	8	8	8		10.11
6	483	5						9.5
7	349	8						10.5

3. Click on Cell G3. Move the cursor to the bottom right corner of Cell G3. The cursor will change to a black + sign. After you get the black + sign, double-click your mouse. This will auto fill the formula for the rest of the employees.
4. Enter a formula to multiply the Total Hours worked by Hourly Wage for Employee 256 by clicking in Cell I3 and keying in $+G3*H3$. After you have keyed in the formula press the enter key. Please note that the formula is using relative cell addresses.

	A	B	C	D	E	F	G	H	I	J	K
1		Weekly Time Sheet									
2	Employee Number	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Hourly Wage	Gross Pay	Taxes	Net Pay
3	256	8	8	8	8	8	40	10.5	$+G3*H3$		
4	371	8	6	8	6	8	36	9.75			
5	151	8	8	8	8	8		10.11			
6	483	5	5	5				9.5			
7	349	8	8	8				10.5			

5. Click on Cell I3. Move the cursor to the bottom right corner of Cell I3. The cursor will change to a black + sign. After you get the black + sign, double-click your mouse. This will auto fill the formula for the rest of the employees.
6. Enter a formula to multiply the Gross Pay by the Tax Rate for Employee 256 by clicking in Cell J3 and keying in $+I3*\$B\10 . After you have keyed in the formula press the enter key. Please note that the formula is using one relative cell address and one absolute cell address. The dollar signs

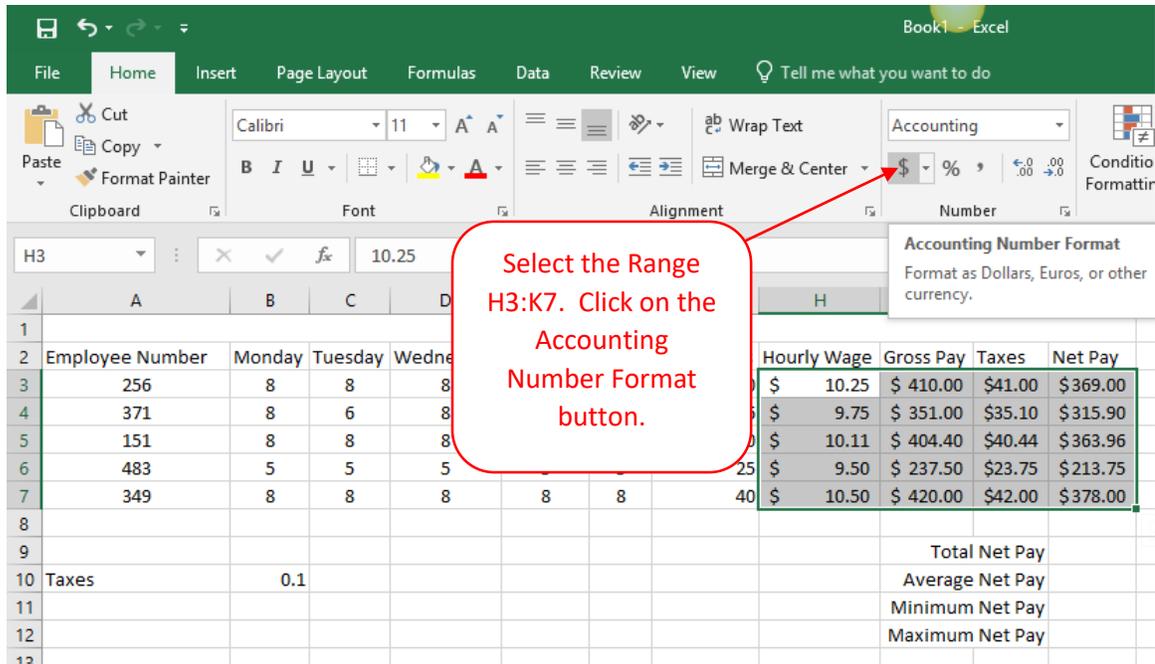
before the cell letter and cell number marks the cell as an absolute cell. Absolute cell addresses do not automatically change when they are copied vertically or horizontally.

	A	B	C	D	E	F	G	H	I	J	K
1	Weekly Time Sheet										
2	Employee Number	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Hourly Wage	Gross Pay	Taxes	Net Pay
3	256	8	8	8	8	8	40	10.25	410	410	+I3-J3
4	371	8	6	8	6	8	36	9.75	351	351	
5	151	8	8	8	8	8	40	10.11	404.4	404.4	
6	483	5	5	5	5	5	15	15.5	232.5	237.5	
7	349	8	8	8	8	8	32	12.5	400	420	

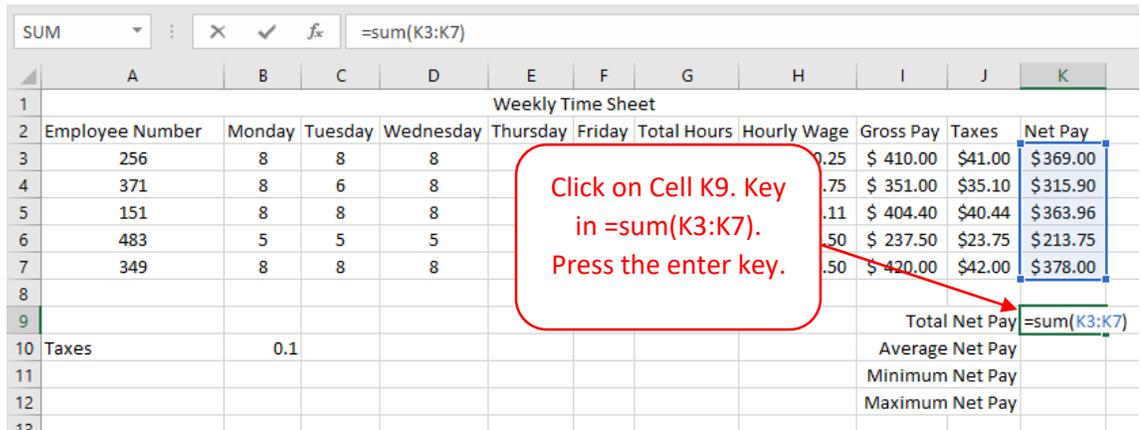
- Click on Cell J3. Move the cursor to the bottom right corner of Cell J3. The cursor will change to a black + sign. After you get the black + sign, double-click your mouse. This will auto fill the formula for the rest of the employees.
- Enter a formula to subtract the Taxes from Gross Pay for Employee 256 by clicking in Cell K3 and keying in +I3-J3. After you have keyed in the formula press the enter key. Please note that the formula is using relative cell addresses.

	A	B	C	D	E	F	G	H	I	J	K
1	Weekly Time Sheet										
2	Employee Number	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Hourly Wage	Gross Pay	Taxes	Net Pay
3	256	8	8	8	8	8	40	10.25	410	410	+I3-J3
4	371	8	6	8	6	8	36	9.75	351	351	
5	151	8	8	8	8	8	40	10.11	404.4	404.4	
6	483	5	5	5	5	5	15	15.5	232.5	237.5	
7	349	8	8	8	8	8	32	12.5	400	420	
8											
9										Total Net Pay	
10	Taxes	0.1								Average Net Pay	
11										Minimum Net Pay	
12										Maximum Net Pay	

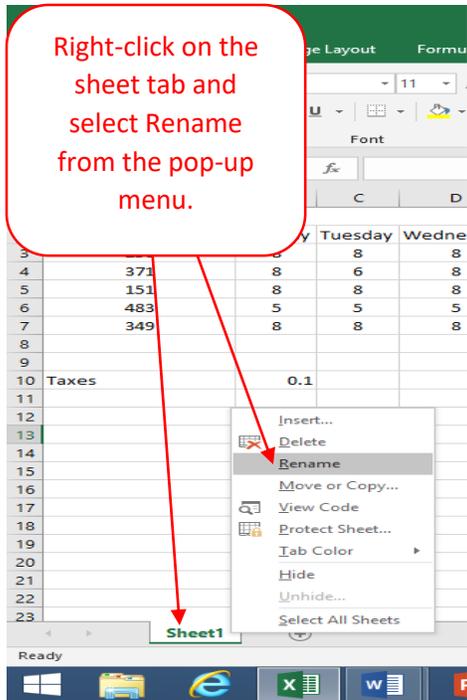
- Click on Cell K3. Move the cursor to the bottom right corner of Cell K3. The cursor will change to a black + sign. After you get the black + sign, double-click your mouse. This will auto fill the formula for the rest of the employees.
- Select the Range H3:K7 by clicking on Cell H3, hold down the shift key, then click on Cell K7.
- On the Home tab, in the number group, click on the Accounting Number Format button.



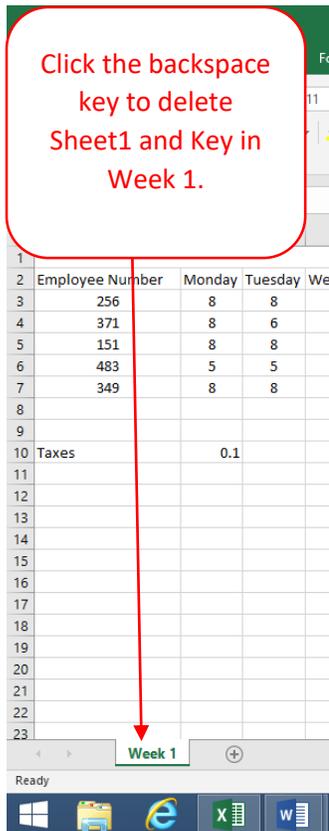
12. Enter a sum function in Cell K9 to find the Total Net Pay. Click on Cell K9. Key in `=sum(K3:K7)`. Press the enter key.



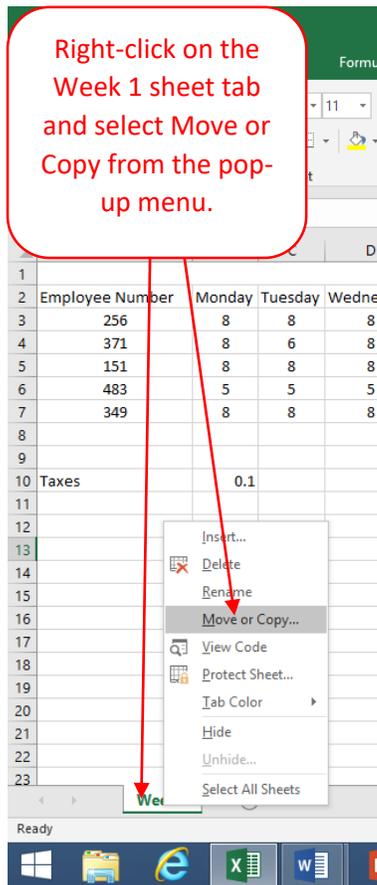
13. Enter an average function in Cell K10 to find the Average Net Pay. Click on Cell K10. Key in `=average(K3:K7)`. Press the enter key.



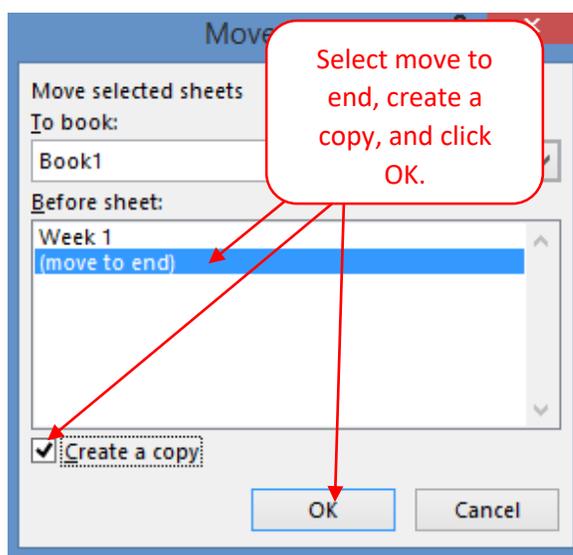
17. Click the backspace key to delete Sheet1 and key in Week 1.



18. Make a copy of the Week 1 worksheet. Right-click on the Week 1 worksheet. Select Move or Copy from the pop-up menu.



19. From the dialog box, select move to end, create a copy, and click OK.



20. Right-click on the new worksheet and rename it Week 2.

21. Add a new worksheet by clicking on the New Sheet Button.



22. Click on the file tab, click the Save As option, select a location to save you file, change the filename to ExcelPractice3FirstNameLastName (replace your FirstNameLastName with your name).