

**Excel Review 2**  
**SPREADSHEET**

1. Create a worksheet file that summarizes worker pay rates. Use a format similar to the sample below. Provide each employee with a consecutive ID number and begin with the number 100 for Ailes.

COMPUTER LITERACY				MR. SAM BAILEY			
EMPLOYEE WORK HOURS							
						NO. OF DAYS WORKED	HOURS AVERAGE
ID #	EMPLOYEE	DAY 1	DAY 2	DAY 3	DAY 4		

The employees and their hours worked for day 1, 2, 3, and 4 are:

- Ailes: 9, 8.5, 4, 3
- Barnard: 4, 3, 5, 2
- Camphor: 4, 6.5, 3, 7
- Delmar: 8, 8, 8, 9.5
- Evers: 9, 10, 12, 9
- Foley: 4, 4.5, 4.5, 5
- Goodkind: 7, 7, 7, 8
- Harper: 4, 3.5, 5, 4.5
- Isalles: 7, 7, 6, 7

2. Find for each day:
  - TOTAL HOURS
  - HOUR AVERAGE
  - HIGHEST HOURS
  - LOWEST HOURS
3. Insert a header on your worksheet containing your name, period, and today's date.
4. Change column widths to fit the widest entries
5. Find for each employee:
  - NUMBER OF DAYS WORKED
  - HOURS AVERAGE
6. Format all averages to one decimal place.
7. Center all column titles (vertically & horizontally)
8. Edit the names and adjust column width to include a first initial for each student as follows:
  - Ailes, S.
  - Barnard, R.
  - Camphor, Q.
  - Delmar, P.
  - Evers, O.
  - Foley, N.
  - Goodkind, M.
  - Harper, L.
  - Isalles, K.
9. Recheck your header, to make sure it is on your page.
10. Format your worksheet to make sure it fits on one page.
11. Save your file to your floppy as **hours** and print.

**TURN PAGE OVER →**

**CHART (do previous page first)**

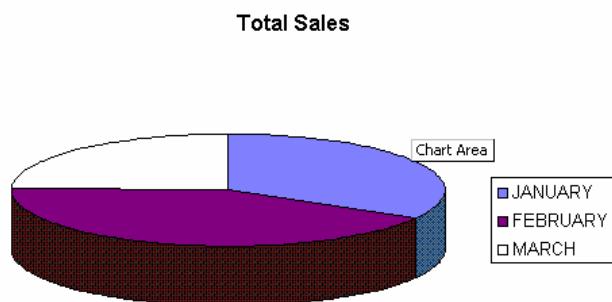
1. Create a worksheet file that summarizes employee products. Use a format similar to the sample below. Provide each product with a consecutive product number and begin with the number 1001 for Sweatshirts.

EMPLOYEE STORE				
STORE PRODUCTS				
Product #	Product	JANUARY	FEBRUARY	MARCH

The products and their sales for the months are:

Sweatshirts: 403, 500, 422  
 T-Shirts: 222, 480, 308  
 Sweatpants: 88, none, 236  
 Shoes: 790,809,145

2. Find for each month:  
 TOTAL SALES  
 SALE AVERAGE  
 HIGHEST NUMBER SOLD  
 LOWEST NUMBER SOLD
3. Insert a header on your worksheet containing your name, period, and today's date.
4. Change column widths to fit the widest entries
5. Find for each product:  
 NUMBER OF MONTHS SOLD  
 PRODUCT AVERAGE
6. Format all averages to one decimal place.
7. Center all column titles
8. Create the chart shown below:



9. Modify your worksheet so it will fit all on one page.
10. **Print** one copy.
11. Use CTRL and ~ to show formulas.
12. Modify your worksheet so it will fit all on one page, and **print** one Copy.
13. Save file as **StoreSales** to your floppy.
14. Hand in printouts.