

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	BG'S SPORTS GRILL												
2	WEEKLY PAYROLL												
3													
4			Vacation	Hourly	Hours			Federal	State	Medicare	401K	Saving	Net
5	Employee	Employee ID	Hours	Rate	Worked	Salary	FICA Tax	Tax	Tax	Tax	Plan	Account	Pay
6													
7	Becker, Jessica	25812	20	8.95	38	formula	formula	formula	formula	formula	formula	formula	formula
8	Cook, Lindsay	25813	88	6.75	25								
9	Dodge, Kellye	25814	45	11	35								
10	Gray, Sari	25815	31	14.5	30								
11	Jones, Julie	25816	93	12.75	40								
12	Killingsworth, Denise	25817	47	8.5	40								
13	Packard, Michelle	25818	26	12.25	40								
14	Pullman, Erin	25819	11	8.95	35								
15	Robertson, Jaime	25820	14	7.75	40								
16	Stephenson, Ashley	25821	28	12.5	28								
17	Temple, Amy	25822	30	14.5	39								
18	Weeks, Krista	25823	42	12	20								
19													
20	1. Key the spreadsheet shown above. Format column widths as follows: A - 25, B - 15, C-E - 9, F-M - 12.												
21	2. Right align the heading in columns B-H. Adjust columns as necessary.												
22	3. Create a heavy line across the table under the column headings (A-H)												
23	4. Determine salary by multiplying hourly rate by hours worked.												
24	5. Determine FICA tax. Tax is 7.65% of salary.												
25	6. Determine federal tax. Tax is 15% of salary.												
26	7. Determine state tax. Tax is 6% of salary.												
27	8. Determine medicare tax. Tax is 3.14% of salary.												
28	9. Determine 401k deduction. Amount is 2% of salary.												
29	10. Determine the amount deducted for your savings account. Amount is 5% of salary.												
30	8. Freeze the first column so that you can see each employee's name as you calculate the net pay. (salary less taxes)												
31	9. Add the label TOTALS in A20. Determine totals in row 20 for F-M												
32	10. Add a label in A21 HIGHEST SALARY. In D21, determine highest salary. Format A21-A23 to currency, 2 decimal places.												
33	11. In A22 add the label LOWEST SALARY. In D22, determine lowest salary												
34	12. In A23 add the label AVERAGE SALARY. In D23, determine average salary.												
35	13. Format D, F-M for currency, two decimal places. Use an autofomat for worksheet.												
36	14. Repeat the column and row headings for Employee name. Center the spreadsheet horizontally and vertically on the page.												
37	15. Save as sports_grill_a; change orientation to landscape and print the spreadsheet. Include your name in header/footer.												
38	16. Also print a copy of your formulas.												
39	17. Change page setup so that the srpeadsheet fits on one page (shrink to fit). Save as sports_grill_b and print.												
40	18. Turn in your copy of each speadsheet printout together with the formulas printout.												