START: Finding out the payroll

Calculating the AVG MPG on a trip

INPUT: Problem 1 – workers name, hours worked, hour rate, total payout

Problem 2 – Vehicle name, trip name, gas used, gas price, number of miles driven

PROCESSING: Problem 1 –

1. Open new excel, gather the names of personnel that are working for you, then gather each employee’s hourly rate, as well as hours worked per week.
2. Open excel, left click and hold A1 and drag down and across to I20.
3. Under the home tab find and click on Merge and Center and then type “PAYROLL”
4. Do the same thing from A3 to C3 and Merge and Center and type “ NAME”
5. After you finished typing name left click the A3 click on the bottom right corner of the merged cell until the plus sign appears, then click and hold and drag down to C20 and release the mouse
6. Click and hold from D3 to E3 and click Merge and Center and type the name “Hourly Rate”
7. Once Merged click back on D3 and move mouse to lower right corner until the plus sign appears, then click and hold and drag down to E20 and release the mouse.
8. Repeat step 6 and 7 from F3 to G3 and type “HOURS WORKED”, then click and hold and drag down to G20 and release the mouse.
9. Repeat step 6 and 7 from H3 to I3 and type “PAYOUT”, then click and hold and drag down to I20 and release the mouse.
10. Type names of employees starting from A4 down to A20 each person get their own cell.
11. Once completed highlight A4 down to C20, click under the home tab and find the Sort &Filter, click the drop down arrow and select “Sort to A to Z”
12. Click the D4 box and find the employee’s “Hourly Rate” and type it in the cell.
13. Repeat step 12 for each individual hourly rate and stop when you finish inputting cell D20.
14. Click the F4 box and input the hours they worked for the week.
15. Repeat step 14 for each individual hours worked and stop when you finish inputting cell G20.
16. Once the name of the employee is complete along with the person’s “HOURLY RATE”, and “HOURS WORKED”, click on the H4 cell and type “ = ”, then click on cell D4 and then press the

“\*“sign followed by clicking cell F4 cell then press ENTER on the keyboard.

1. Click the H4 box, move the mouse to the lower right box until the plus sign appears. Then left click and hold and drag down and release the mouse until you get to cell I20.
2. Once all numbers are filled, click and hold from cell D4 then drag it to cell I20 then release, once completed, go to the home tab and find the section labeled “Number” and click the drop down arrow where it says “General” and click where it says “NUMBER”.
3. Now you have a finished “PAYROLL”.

PROCESSING: Problem 2 –

1.) Open new excel, gather the names of vehicle names, then think of six trip names, followed by

the amount of used, gas price, and the number of miles driven.

2.) Open excel, left click and hold A1 and drag down and across to I10.

3.) Under the home tab find & click on Merge and Center, then type “AVG. MILES PER GALLON”

4.) Do the same thing from A3 to C3 and Merge and Center and type “VEHICLE NAME”

5.) After you finished typing name left click the A4 click on the bottom right corner of the merged

cell until the plus sign appears, then click and hold and drag down to B10 and release the mouse

6.) Click on the C4 cell and type in the “TRIP NAME”

7.) Click on C5 and type in the name of the trip, once finished, hit the down arrow on the keyboard

And type the second name of the trip. Repeat this on column C starting from column C6 down

To C10 naming each trip.

8.) Click on cell D4, move mouse to the grey boarder where it says “D”, once there, move mouse

To the line that splits D4 and E4 and widen the cell to “19.43”.

9.) Click of cell D4 and type “Amount of Gas Used”

10.)Click and hold on cell E4 and move to F4 and merge and center and type

“MILES DRIVEN”, then click on the bottom right corner of the merged cell until the plus sign

Appears, then click and hold and hold and drag down to F10 and release the mouse.

11.)Click and hold on cell G4 and move to I4 and merge and center and type “MILES PER GALLON”

12.)Click on G4 cell, move cursor to the bottom right corner of the merged cell until a black “+”

Appears, once it does click and hold and drag until you get to I10 and release the mouse.

13.)Click on cell A5 and type the name of vehicle once completed, press the down arrow on your

Keyboard and type the other name of the vehicle, repeat this step until all names of the vehicle

Are named.

14.)Click on cell D5 and type the amount of gas used for the vehicle. Repeat this step on column D

For each vehicle name and type the amount gas used for vehicle.

15.)Click on cell E5 and type the miles driven for the trip.

16.)Once completed hit the down arrow on your keyboard until you are on cell E6 type the miles

Driven for the trip. Repeat step 16 until you have completed column E down to E10.

17.)Click oh G5 press the “=”sign then click cell D5, then type the division sign, follow by clicking

Cell E5 and press “=”.

18.)Once the number is in cell G5, click on the G5 cell, once you click move the move over to the

Bottom right corner of cell G5 until a black “plus “sign appears. Click and hold the black

“plus” sign and drag down until you reach cell G10 and release.

19.)The formula should populate the answer on all cells from G5 to G10.

OUTPUT: Problem 1 you have a completed excel worksheet with people’s name, hourly rate, hours

Worked and the total payout for each employee.

Problem 2 you have a completed excel worksheet with a vehicle name, the name of the trip,

The amount of gas unused, the miles driven and the total miles per gallon for each trip.

STOP: Project complete