

Cell formatting

On a new worksheet, create a worksheet to calculate the December wages for your temporary staff data, following the guidelines given:

Data entry: Row 1:4; A5:B14; all other cells contain formulas/functions.

Format the worksheet as you wish, but ensure that:

- ◆ Row 3 — has the date and time formatted as shown.
- ◆ Column headings in row 4 are formatted to text wrap within cells.
- ◆ Monetary values formatted to currency with two decimal places.
- ◆ Borders used effectively to add emphasis.
- ◆ Font formatting applied and shading used.
- ◆ ClipArt and/or drawing tools used to add seasonal theme.

It should look similar to the one below:

	A	B	C	D	E	F	G
1	Christmas Pay Details						
2	<i>Pay date</i>		<i>Finishing time</i>				
3	22-Dec-05		13:00:00				
4	<i>Employee name</i>	<i>Hours worked</i>	<i>Basic wage</i>	<i>Total including Bonus</i>			
5	Peter Wilson	5	£22.50	£47.50			
6	Alison Brandt	8	£36.00	£61.00			
7	Gill Peterson	3	£13.50	£38.50			
8	Andrew Thomas	2	£9.00	£34.00			
9							
10	Total wages bill for month		£81.00	£181.00			
11							
12							
13	Hourly Rate	£ 4.50					
14	Christmas Bonus	£ 25.00					
15							

