

	A	B	C	D	E	F	G	H	I	J
1	Employee Name	Pay Rate	Hours Worked	Wage	Service	Total				
2	Fred Bloggs	2.50	43	107.50	406.25	513.75				
3	Mary White	2.50	39	97.50	406.25	503.75				
4	George Black	3.20	40	128.00	406.25	534.25				
5	Scarlett Green	3.00			406.25	406.25				
6	Sally Field	2.50	41	102.50	406.25	508.75				
7	Wendy James	2.70	19	51.30	406.25	457.55				
8										
9	Total			486.80						
10	Number of employees		6							
11	Number of employees who worked		5							
12	Average age			97.36						
13	Highest wage			128.00						
14	Lowest wage			51.30						
15										
16	Total Sales	19500.00								
17	Service Charge %	12.5%								
18	Service Charge	2437.50								
19										
20										

This is more complicated than it looks. Because of the possibility of a blank cell, you must use an =If() statement to check if the two cells can be added. If there is a value in column D, then the cells should be added, otherwise only column E should be displayed. An example formula would be:

=IF(D2<>"",D2+E2,E2)

Don't forget to separate out these figures.

Use =Counta() to work out the total number of employees. This counts text as well as numbers.