

# Excel Lab Exercise: Employee Data Reference

## Starting Data

Employee ID	Full Name	Start Date	Department	Salary
E001	John Doe	01/15/2023	Finance	65000
E002	Jane Smith	03/22/2023	Human Resources	58000
E003	Mary Johnson	05/10/2023	IT	72000
E004	Paul Brown	07/05/2023	Marketing	61000

## Task Checklist

#	Task	Completed ✓
1	Rename the worksheet to "Employee Data"	
2	Insert a new row between the header row and John Doe's row	
3	Insert a new column between Employee ID and Start Date. Name the column header "Position"	
4	Add the following data to the new column: • John Doe: Accountant • Jane Smith: HR Specialist • Mary Johnson: IT Analyst • Paul Brown: Marketing Manager	
5	Change the column width of the Full Name column to 20	
6	Change the row height of the header row to 30	
7	Wrap the text in the header cells	
8	Merge cells A2 to F2	
9	Format the header row with bold text and a background color of your choice	
10	Format the Salary column as currency with a dollar sign and two decimal places	
11	Apply a border to the entire table	
12	Add a new worksheet and name it "Calculations"	
13	In the Calculations worksheet, type "Total Salaries" in cell A1 and "Average Salary" in cell A2	
14	Calculate the total of the Salary column in the Employee Data sheet and display it in cell B1 of the Calculations sheet	
15	Calculate the average of the Salary column in the Employee Data sheet and display it in cell B2 of the Calculations sheet	
16	Format cells B1 and B2 as currency with a dollar sign and two decimal places	
17	Apply a border to cells A1 in the Calculations worksheet	

#	Task	Completed
18	Save your work	✓

## Expected Final Result - Employee Data worksheet

Employee ID	Full Name	Position	Start Date	Department	Salary
[Merged cells across all columns]					
E001	John Doe	Accountant	01/15/2023	Finance	\$65,000.00
E002	Jane Smith	HR Specialist	03/22/2023	Human Resources	\$58,000.00
E003	Mary Johnson	IT Analyst	05/10/2023	IT	\$72,000.00
E004	Paul Brown	Marketing Manager	07/05/2023	Marketing	\$61,000.00

## Expected Final Result - Calculations worksheet

Total Salaries	\$256,000.00
Average Salary	\$64,000.00