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:B2 in the Calculations worksheet.
18. Save your work.