No-Moa Publishers
Spreadsheets Exercise
Student Activity Booklet

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This exercise is based on original material developed by Betty Latu for the 2000 Tonga School Certificate Computer Studies Common Assessment Task 2.

You are the owner of a "HIGH-TECH" company in the Home Town area. Some of your workers are better workers, do more important work, and are more experienced than others so you use a different pay rate (amount of money for each hours work) between your workers.

To help you, we are going to build a spreadsheet to help with the payroll calculations.

TURN ON YOUR COMPUTER and Start your spreadsheet program

Activity	Criteria	Mark

1. Set your font-size to 12 points (your font-name can be what ever you choose)   1

2. Look at the following diagram. Enter all sentences, words, characters, and figures EXACTLY as it appears in corresponding CELLS.   1

	A	B	C	D	E	F	G
1	[YOUR FULL NAME] HIGH-TECH COMPANY						
2	YOUR SCHOOL'S NAME						
3	TAX RATE						
4							
5	NAME	HOURS WORKED	PAY CODE	HOURLY RATE	GROSS PAY	TAX DUE	NET PAY
6	'Alisi Tonga	22	B				
7	Semisi Fonua	15	C				
8	Kolini Houma	18	A				
9	Lisa Nuku	12	C				
10	Lisiate Ma'afu	11	A				
11							
12	TOTALS						
13							

Table 1— Diagram for Question 2

3. Adjust the column spacing of the above fields so each column title displays clearly on the screen.   1

4. Where [YOUR FULL NAME] is entered. Change it to your full name instead.   1

5. Where [YOUR SCHOOL's NAME] is entered. Change it to your school's name instead   1

6. The pay rates are as follows:-

PAY CODE	HOURLY RATE
A	15
B	18
C	21

In column D, enter the HOURLY RATE for each employee according to the PAY CODE given above.

Activity	Criteria	Mark
7. INSERT a row between ROW 2 and ROW 3 (above TAX RATE.)		1
8. TYPE Today's Date into Cell G3 (do not use a formula)		1
9. FORMAT G3 to DATE (Select any one of the available date format)		1
10. ENTER the value 0.2 in cell B4		1
11. FORMAT cell B4 to PERCENTAGE		1

Creating Formulas and Functions

Activity	Criteria	Mark
12. In Cell E7 enter the formula to calculate the Gross Pay for 'Alisi Tonga • The formula for Gross Pay is: Hours Worked times Hourly Rate • Use Relative referencing in your formula above • Use the spreadsheet Fill-Down facility to fill cells E8:E11		2 1
13. In Cell F7 enter the formula to calculate the Tax Due for 'Alisi Tonga • The formula for Tax Due is: Tax Rate times Gross Pay • Use Absolute referencing in your formula above • Use the spreadsheet Fill-Down facility to fill cells F8:F11		2 1
14. In Cell G7 enter the formula to calculate the Net Pay for 'Alisi Tonga • The formula for Net Pay is: from Gross Pay subtract Tax Due • Use the spreadsheet Fill-Down facility to fill cells G8:G11		1 1
15. In Cell E13 Calculate the Total Gross Pay. • Use the appropriate spreadsheet function for this calculation • Copy cell E13 across to F13 and G13		1 1
16. Format all cells in range E7:G13 into CURRENCY with 2 decimal places		2

Charting

Activity	Criteria	Mark
17. This section requires you create a new chart from the range A6:B11 • Ensure the chart is created as a Chart Sheet, and not embedded into your spreadsheet. The Chart should be on a separate sheet, not on the same page as your spreadsheet data. • Make the chart a PIE Chart • Set the Chart TITLE as HOUR'S WORKED SUMMARY		1 1 1

Printer Settings

Activity	Criteria	Mark
18. Set the following printer settings for the Spreadsheet. • Orientation: Landscape • Paper-Size: Legal		1 1

File Saving

Activity	Criteria	Mark
19. Save the document in your folder (or floppy disk given to you) and name the document. Exercise9.xls		1

Do not make markings below. For completion by course teacher.

Total | / |