

MS Excel Assignment 1

Due: Midnight **Sunday**.

In this assignment, you will format two worksheets and insert appropriate formulas. Please remember to **save your work as you go through the steps**.

The requirements for your assignment are:

1. Open the **Unit 5_Excel1.xlsx** document;
2. **Save** the document as **Your First Initial LastName_Unit 5_ Excel1.xlsx** (For example: SBrown_Unit5_ Excel1.xlsx);
3. The **"Employees"** worksheet will contain the following data:

	A	B	C	D	E	F	G
1	Employee Name	Department	Hire Date	Years	Salary	Increase	New Salary
2	Page, Lisa	Sales	11-Nov-99	17	54,550	1,146	
3	Martinez, Mary	Sales	21-Aug-11	5	86,795	1,823	
4	Dawson, Jonathan	Administration	6-Jul-07	10	42,540	893	
5	Chan, Eric	ADC	31-Dec-07	9	92,830	1,949	
6	Pratt, Erik	Sales	3-Sep-06	10	60,830	1,277	
7	Garcia, Joe	Marketing	17-Apr-07	10	66,580	1,398	
8	Wiggins, Frank	Training	10-Apr-99	18	75,150	1,578	
9	Tanner, Timothy	Sales	28-May-02	15	30,780	646	
10	Chase, Troy	Training	4-Jun-04	13	49,350	1,036	
11	Perez, Maria	Marketing	15-Jan-12	5	89,760	1,885	
12	White, Daniel	Administration	26-Aug-00	16	74,840	1,572	
13	Holland, Donald	Training	1-Sep-11	5	49,070	1,030	

4. On the **"Employees"** worksheet, do the following:
 - a **Insert 3 rows above row 1.**
 - b In Cell A:1, enter the following text as the title of the worksheet: **Employee's New Salaries**
 - c **Merge and Center** the title across columns A through G.
 - d **Change the font** size of the title to **16pt**
5. In Cell A:2, Enter your first and last name and complete the following:
 - a change the font size of your name to **14pt**
 - b make your name **BOLD** and **Italicized**
 - c **Merge & Center** your name between columns A & G.
6. Select the text in cells A4:G16, and complete the following:
 - a Change the **size of the text** in cells A4:G16 to **11pt**

- b. and change **the font type** to *Calibri*
7. Select cells **A4:F4** and complete the following
 - a. Center the text in cells A4:F4
 - b. Make the text in cells A4:F4 **BOLD**
 - c. **UNDERLINE** the text in cells A4:F4
8. Select Column C and complete the following:
 - a. **Format the Hire Dates** in Column C to the **MM/DD/YY** format
9. Select Column E and complete the following:
 - a. **Format the Salary** in Column E to the **Accounting Number Format**.

Your worksheet should look like the following:

	A	B	C	D	E	F	G	H
1	Employee's New Salaries							
2	<i>Student Name in italics</i>							
3								
4	Employee Name	Department	Hire Date	Years	Salary	Increase	New Salary	
5	Page, Lisa	Sales	11/11/99	17.00	\$ 54,550.00	1,146		
6	Martinez, Mary	Sales	08/21/11	5.00	\$ 86,795.00	1,823		
7	Dawson, Jonathan	Administration	07/06/07	10.00	\$ 42,540.00	893		
8	Chan, Eric	ADC	12/31/07	9.00	\$ 92,830.00	1,949		
9	Pratt, Erik	Sales	09/03/06	10.00	\$ 60,830.00	1,277		
10	Garcia, Joe	Marketing	04/17/07	10.00	\$ 66,580.00	1,398		
11	Wiggins, Frank	Training	04/10/99	18.00	\$ 75,150.00	1,578		
12	Tanner, Timothy	Sales	05/28/02	15.00	\$ 30,780.00	646		
13	Chase, Troy	Training	06/04/04	13.00	\$ 49,350.00	1,036		
14	Perez, Maria	Marketing	01/15/12	5.00	\$ 89,760.00	1,885		
15	White, Daniel	Administration	08/26/00	16.00	\$ 74,840.00	1,572		
16	Holland, Donald	Training	09/01/11	5.00	\$ 49,070.00	1,030		

10. Go to Cell G5 and complete the following:
 - a. In Cell G5, **create a formula** to determine the employee's new salary. (*Hint: You should use the SUM function to add the Salary with the increase amount*)
 - b. **Copy the formula** you created in G5 to cells G6:G16.
 - c. Change the **number format** of the values in cells **G5:G16** to the **Currency format**
11. Select Column D of the worksheet and complete the following:
 - a. For all the values in Column D, decrease the number of decimals for the years to zero decimals
12. Save your work and submit the completed workbook in Blackboard.

Refer to the grading rubric below for the grading criteria.

Students: Be sure to read the criteria, by which your paper/project will be evaluated, before you write, and again after you write.

Evaluation Rubric for *Unit 5* Assignment

Criteria	Below Expectations	Needs Improvement	Meets Expectations
	<i>0-18 points</i>	<i>19-26 points</i>	<i>27-30 points</i>
Title & Subtitle	Title and subtitle on Employees worksheet was not merged and centered	Title and subtitle on Employees worksheet were merged and centered, but not formatted correctly.	Title and subtitle on Employees worksheet were merged and centered correctly and formatted as instructed.
	<i>0-18 points</i>	<i>19-26 points</i>	<i>27-30 points</i>
Date and Accounting Number formatting	Date and Accounting Number formatting was not completed.	Date and Accounting Number formatting was attempted, only one type of formatting completed correctly.	Both Date and Accounting Number formatting were completed correctly.
	<i>0-18 points</i>	<i>19-26 points</i>	<i>27-30 points</i>
New Salary Calculation	Did not use the SUM function to determine the New Salary.	The New Salary was attempted, using the SUM function, but result is incorrect.	The New Salary was calculated correctly using the SUM function.
	<i>0-5 points</i>	<i>6-8 points</i>	<i>9-10 points</i>
Excel document name	File name is incorrect.	File name is correct, but saved in incorrect format.	File is named correctly.