

1 Do the following turn in for credit

YOUR NAME HERE

2	B	C	D	E	F	G	H
3		LEARNING PRACTICE					
4		GENERAL	LEFT ALGN \$	RIGHT ALGN \$	COMMA FMT	4 DECIMALS	%
5		1234.56	\$ 1234.56	\$1,234.56	1,235	0.0500	0.05

6

DIRECTIONS JUST TYPE EVERYTHING IN FIRST.

put pointer on right edge of the top of column a and drag to left to make it narrower  
 THAT SYMBOL YOU SEE IS THE SIZING HANDLE FOR SIZING COLUMN WIDTH  
 ROWS ALSO HAVE A SIZING HANDLE. MAKE ROW 1 TALLER

ROW 2 SELECT THE CELLS A-G THEN TAP CENTERING ALIGN BUTTON

5 C DO NOTHING THIS IS GENERAL FORMAT

5 D SELECT THAT CELL MAKING IT THE ACTIVE CELL THEN TAP THE \$ BUTTON  
 THIS IS LEFT ALIGNED CURRENCY ALSO CALLED ACCOUNTING FORMAT

5 E CLICK ON FORMATTING DOWN ARROW AND SELECT CURRENCY FORMAT

5 F CLICK THE COMMA BUTTON THIS IS COMMA FORMAT

5G CLICK ON THE INCREASE DECIMALS BUTTON TWICE

5 H CLICK ON THE % BUTTON THIS IF % FORMAT

7		12	12	12	12	12
8		45	45	45	45	45
9		78	78	78	78	78
10		23	23	23	23	23
11		158	39.5	78	12	4
12		SUM	AVERAGE	MAX	MIN	COUNT

make this sum by clicking in cell 11c then click the auto sum button.

make this AVERAGE by clicking the down arrow on the auto sum and click on AVERAGE

make this MAX by clicking the down arrow on the auto sum and click on MAX

make this MIN by clicking the down arrow on the auto sum and click on MIN

make this COUNT by clicking the down arrow on the auto sum and click on COUNT

Select the range of cells from 7A-12G then click the down arrow on the borders button then click on all borders. This will make borders around all of those cells.

14	PAYROLL					
15	NAME	HOURS	PAY RATE	GROSS	TAXES	NET
16	ZAK	40	10	=D16*E16	=F16*.05	=F16-G16
17	SUE	30	15			
18	LU	20	20			
19	AL	10	30			
20	'=COUNTA			use fill handle to	copy formulas	down

TYPE IN FORMULAS AS IN EXAMPLES

USE COUNTA TO COUNT NAMES

USE FILL HANDLE TO COPY FORMULAS DOWN. SEE MY DEMO

Type the word payroll in C14 then select C14-H14 and click merge & center button

Print your work and hand in for credit. Hope you learned important basics from this.

this is notes page 13