Excel Tutorial 2, Case 3, p. EX 89 – EX 91

1. The data file for this case problem is **Sonic1.xls**, available on the course webpage.
2. **Follow the directions in the case with the following changes:**
   a. **Before you do Step 3** - add your name to the list of employees by inserting a row in the appropriate location. Supply the date information for date hired, salary, and health plan.
   b. Format Years columns to two decimals.
   c. **Step 8** - Select the Fit to One Page option, if necessary, before printing the worksheet.
   d. **Step 10** – In addition, using the Fit to One Page option if necessary, print a formula sheet which displays row and column headings. Make sure all formulas are completely visible (widen/shorten columns where necessary).
3. Turn in 3 printouts from Steps 8 and 10 (including formula sheet from 2d above)

Excel Tutorial 3, Case 4, p. EX 142 – EX 143

1. There are no data files for this case problem.
2. **Follow the directions in the case with the following changes:**
   a. **Step 1** – Save the workbook in your My Documents folder
   b. **Steps 2/3** - Do not create the documentation sheet. Delete all empty sheets.
   c. **Step 4** – In addition, add an appropriate title to the payroll worksheet.
   d. **New Step 6** -- **Do not do step six as stated in your book. Use these directions:**
      i. Do not use Autoformat!!
      ii. Change the font size and color of the title; add the bold attribute.
      iii. Center title between columns A and H.
      iv. Change the font color and bold the columnar headings; add shading.
      v. Indent and italicize the cells that contain the employee names.
      vi. Add borders of your choice to the worksheet.
      vii. Horizontally center the worksheet.
      viii. Format all dollar (pound) amounts to display dollar (pound) signs and two decimals.
      ix. Resize columns to fit the longest entry in each column.
      x. Add a double line bottom border above the Total row.
      xi. Add other formatting features at your discretion.
   e. **Step 7** - The header should include the filename and the date; the footer should include your name. Position the information as you wish.
   f. **Step 8** – Select the Fit to One Page option, if necessary, before printing the worksheet.
   g. **Step 9** – In addition to the three names given, add **your name** as a new employee and supply your hours and salary.
h. **Step 10** – In addition, using the Fit to One Page option if necessary, print a **formula sheet displaying row and column headings**. Make sure all formulas are completely visible.

3. Turn in 3 printouts from Steps 8 and 10 (including formula sheet from 2h above)

**Be sure to put your name on each printout. Identify each printout in the upper right corner** using the format “T#C#S#” (for Tutorial #, Case #, Step #) where # is the tutorial, case, or step number that generated the printout. This information is necessary to ensure you receive proper credit for your work. It is also helpful to have your papers stapled in the correct order.

Each student is expected to be the sole creator and author of all material submitted in this class. Any improper use of the work of other authors (including other students) is a direct and severe violation of the Academic Honor Code and will be reported to the Harlaxton Dean of Students and Harlaxton Principal.

*F.Y.I.*—please keep all returned projects until the end of the semester. If there is ever a question as to whether a project was completed, you will have your work.