

# 12

## Teen U.S.A. Payroll Register

### New Skills

1. Use formulas to multiply, add, and subtract numbers.
2. Use parentheses in formulas.
3. Use a formula that references the answer to another cell's formula.
4. Change page margins.

### Activity Overview

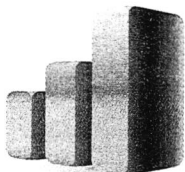
**T**een U.S.A. is an alcohol-free teen night club and a place for teens under 18 to socialize and have fun. The club provides a high-energy environment where teens can dance to the hottest Top 40 hits and participate in special event nights. Teen U.S.A. has clubs in most major metropolitan cities and presents an exciting alternative to seeing movies or walking around the mall. The club offers a great variety of food, sodas, shakes, and tasty fruit drinks.

The following activity illustrates how Teen U.S.A. uses spreadsheets to compute payroll amounts for its employees (known as a payroll register).

### Instructions

1. Create a NEW spreadsheet.
- ★ *Unless otherwise stated, the font should be 10 point Arial.*
2. Type the data as shown.
3. Bold Cells A2 – L11.
4. Underline row 11.
5. Format the width of columns A, B, and C to 12.0 and left align.
6. Format the width of columns D and E to 10.0 and center align.
7. Format the width of columns F – L to 10.0 and right align.
8. Format cells E13 – L32 as numbers displaying 2 decimal places.
9. Compute GROSS PAY, all deductions, and NET PAY for the first employee as follows:
  - a. GROSS PAY=HOURS WORKED\*HOURLY RATE → In cell F13, type =D13\*E13
  - b. FEDERAL TAX=GROSS PAY\*15% → In cell G13, type =F13\*15%
  - c. SOCIAL SEC. TAX=GROSS PAY\*6.2% → In cell H13, type =F13\*6.2%
  - d. MEDICARE TAX=GROSS PAY\*1.45% → In cell I13, type =F13\*1.45%
  - e. STATE TAX=GROSS PAY\*4% → In cell J13, type =F13\*4%
  - f. PENSION=GROSS PAY\*3% → In cell K13, type =F13\*3%
  - g. NET PAY=GROSS PAY-(the sum of all deductions) → In cell L13, type =F13-(G13+H13+I13+J13+K13)
10. Use the AutoFill feature to copy the formulas to the remaining cells for each of the employees.

NEW SKILL



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11. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
12. Carefully proofread your work for accuracy.
13. Save the spreadsheet as TEEN U.S.A. PAYROLL REGISTER.
14. Analyze the changes made to the data in the spreadsheet.
15. Set the Print Area to include all cells containing data in the spreadsheet.
16. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page. Set the page orientation to Landscape. Change the left and right margins to .25 inches.
17. Print a copy of the spreadsheet if required by your instructor.

NEW SKILL





12

Teen U.S.A. Payroll Register

INPUT DATA

	A	B	C	D	E	F	G	H	I	J	K	L
1	Activity 12 Student Name											
2	TEEN U.S.A.											
3	1 Boardwalk											
4	Atlantic City, NJ 08400											
5												
6												
7	HOURLY WORKERS' PAYROLL REGISTER											
8	Pay date: Friday, February 25, 2011											
9												
10	EMPLOYEE	LAST	FIRST	HOURS	HOURLY	GROSS	FEDERAL	SOCIAL	MEDICARE	STATE		NET
11	NUMBER	NAME	NAME	WORKED	RATE	PAY	TAX	SEC. TAX	TAX	TAX	PENSION	PAY
12												
13	457894	Andrews	Sandra	32	13.50							
14	488522	Bruzzi	Madison	25	11.50							
15	687444	Buckley	David	36	12.00							
16	647895	Bukowski	Ted	39	11.25							
17	336654	Cage	Latoiya	32	11.25							
18	219632	Corey	Isabella	40	12.50							
19	211235	Falkoner	Ethan	27	10.00							
20	414789	Fannin	Chloe	35	10.25							
21	548993	Hadley	Jimarcus	30	12.00							
22	112554	McLaughlin	Emma	37	12.50							
23	114589	Narciso	Elizabeth	36	12.00							
24	556698	Nathan	Robert	34	11.50							
25	254687	Ngeth	Champe	31	11.50							
26	226985	Paparo	Jacob	33	11.25							
27	697777	Peterson	Trista	27	12.50							
28	468231	Reese	Robert	30	12.00							
29	357915	Schofield	Steven	33	10.00							
30	548855	Sheehan	Shannon	25	10.75							
31	145874	Shurtleff	Noah	23	10.50							
32	487895	Toscano	Timothy	28	12.00							