

Formulas should be entered only **ONCE** at the top of each column and copied down the columns using the fill handle (small black plus sign in the lower left hand corner of the cell.)Enter formulas at the top of the columns similar to the following:

GROSS PAY: =(Reg. Hours \* Rate) + (O?T Hours \* (1.5 \* Rate))

Example: =(C4\*B4) + (D4\*(1.5\*B4))

FEDERAL: 15% of GROSS PAY

Example: =E4\*.15

STATE: 28% of FED.

Example: =F4\*.28

FICA 75% (.075) of GROSS PAY

Example: =E4\*.075

TOTAL DED. FED + STATE + FICA

Example: = F4 + G4 + H4

NET PAY: GROSS PAY – TOTAL DED.

Example: = E4 – I4

\*Remember to put an = sign before all formulas.

\*Format all amount columns to currency.

\*Center or rights align Column Heading in B through J. Make your spreadsheet look nice.

\*Make sure your name is on your assignment and turn in as directed.