This exercise reviews intermediate Excel skills.

- Open the Intermediate Review 2007 file
- Select the May 2009 Total sheet, if necessary

đ	А	В	С	D				
1	Acme Incorporated							
2				ana haa maximii aa ahaa ahaa ahaa ahaa ahaa ahaa ah				
3	Status	NAME	TOTAL HOURS	Gross Pay				
4	S	Berger						
5	S	Johnson						
6	S	Kane						
7	Μ	Lopez						
8	S	O'Hara						
9	S	Polnick						
10	S	Pratt						
11	S	Richards						
12	Μ	Ryan						
13	S	Williams						
14								
15		TOTAL HOURS:						
16								
17	S	Subordinate Rate:	\$18.75					
18	M	Manager Rate:	\$32.00					

- Range Name the Subordinate and Manager rates
- Copy the Hours 5-22-2009 sheet and name the new sheet Hours 5-29-2009
- **Group** all the sheets and total the hours in cell **C15**
- Ungroup the sheets
- Calculate the Gross Pay (hours multiplied by Rate) in the new sheet
 Use an IF Function to determine the Employees Status, M for Manager Rate and S for
 Subordinate Rate. Use the previously defined names in your calculation
- Copy the Gross Pay calculation to the other weekly sheets

Sum (using 3-D): the hours from the weekly hour's sheets to the May 2009 Total sheet

- Use Conditional Formatting on the Gross Pay cells on the May 2009 Total sheet
- Chart the hours on the May 2009 Total sheet; apply the Chart template created in class

	А	Barran Barran	C	D	E	F	G	Н	1.000	J	K	L		
1		Acme In	corporate	ed										
2														
3	Status	NAME	TOTAL HOURS	Gross Pay	1									
4	S	Berger	158	\$2,962.50		TOTAL HOURS								
5	S	Johnson	157	\$2,943.75	SI	\$175 \$170 \$165 \$160 \$155								
6	S,	Kane	158	\$2,962.50	\$1									
7	М	Lopez	170	\$5,440.00										
8	S	O'Hara	152	\$2,850.00										
9	S	Polnick	163	\$3,056.25		150								
10	S	Pratt	160	\$3,000.00		L45								
11	S	Richards	154	\$2,887.50										
12	М	Ryan	159	\$5,088.00		Bertsel without some conet other point? Prat Bertants and without								
13	S	Williams	162	\$3,037.50		\$ 10 O 60 400 Mp.								
14									Axis Title	2				
15		TOTAL HOURS:	\$1,593.00											
16								III TO	OTAL HOUR	ŝ				
17	S	Subordinate Rate:	\$18.75		· · · · · · · · · · · · · · · · · · ·			(1			-		
18	М	Manager Rate:	\$32.00											

- **Protect** the file So that only the Subordinate and Manger Rates [cells C17 and C18] can be changed.
- Save and close the file