

Intermediate Excel Review

This exercise reviews intermediate Excel skills.

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

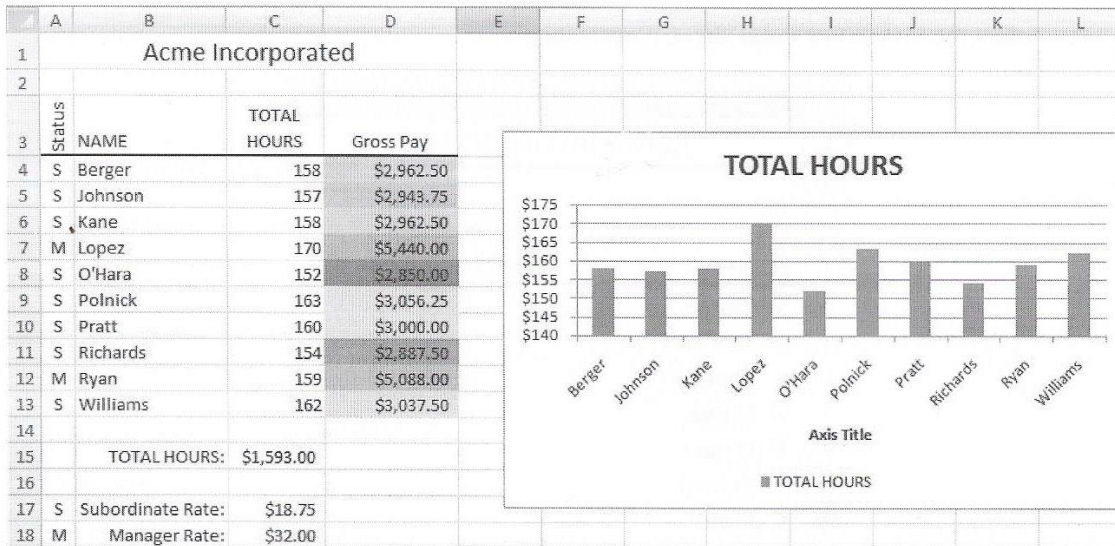
	A	B	C	D
1	Acme Incorporated			
2				
3	status	NAME	TOTAL HOURS	Gross Pay
4	S	Berger		
5	S	Johnson		
6	S	Kane		
7	M	Lopez		
8	S	O'Hara		
9	S	Polnick		
10	S	Pratt		
11	S	Richards		
12	M	Ryan		
13	S	Williams		
14				
15		TOTAL HOURS:		
16				
17	S	Subordinate Rate:	\$18.75	
18	M	Manager Rate:	\$32.00	

- **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

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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



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