

Getting Started with Excel: Cain's Chicken Spot



Type Data

- Type the data shown below

	A	B	C	D	E
1	Cain's Chicken Spot				
2	Employee Information				
3	Week of September 24, 2018				
4					
5	Name	Title	Hourly Wage	Hours Worked	Gross Pay
6	Samantha Cain	President	47	40	
7	Talyah Calvin	Executive Vice President	47	39	
8	Tu Cao	Vice President	44	38	
9	Melanie Wilzbach	Treasurer	35	37.5	
10	Non Sy	Accountant	31.25	39	
11	Miranda Barton	Marketing Manager	25.75	28	
12	Joe Delaney	Sales Manager	24.5	25	
13	Mike Bungabong	Executive Assistant	18	36	
14	Trey Williams	Executive Assistant	15	38	
15	Gabby Mahar	Customer Service Rep	12	33	
16	Sarah Addison	Customer Service Rep	12.55	27	
17	Dylan Hodge	Customer Service Rep	11.75	40	
18					
19	Average Hourly Wage				
20	Total Gross Pay				

Format Spreadsheet

- Change font for entire spreadsheet to Cambria 12pt
- Change font for first line of title to 18pt bold; merge and center over cells A1 to E1
- Bold second line of title; merge and center over cells A2 to E2
- Merge and center the third line of title over cells A3 to E3
- Underline the column headings in cells A5 to E5; center text; wrap text
- Change column width for columns A and B to 23
- Change column width for columns C and D to 12
- Change column width for column E to 14
- Calculate the Gross Pay for each employee by USING A FORMULA that multiplies the Hourly Wage by Hours Worked. The formula to calculate Samantha Cain's Gross Pay will look like this: =C6*D6
- In cell C19 calculate the average of the numbers in cells C6 to C17 USING A FORMULA. The formula will look like this: =AVERAGE(C6:C17)
- In cell E20 sum up the numbers in cells E6 to E17 USING A FORMULA. The formula will look like this: =SUM(E6:E17)
- Format numbers in column C to "\$" with 2 decimals
- Format numbers in column D to "," with 1 decimal
- Format numbers in column C to "\$" with 2 decimals
- Put your name in the cell A22 and change the font to Cooper Black 12pt

Create a Column Chart

- Select cells A5 to A17 and E5 to E17 (this is a little tricky ... ask if you have trouble)
- Click "Insert" and select "Column" under chart options; select the first type of column chart (2D Cluster)
- Select the "Design" tab under ChartTools and then select "Move Chart"; select "New Sheet"

Print

- Print your spreadsheet and your chart.