

Working towards ECDL Practice Test

Spreadsheet Paper 1

You have just had a meeting with the Human Resource manager and he has left some papers by mistake. You see that some of these are your members and you have decided that as wage negotiations are coming up soon you decide to see how much they are paid.

1 Create the following spreadsheet. Leave cells that contain formula blank.

Name	Hourly rate	Weekend rate	Weekly hours	Weekend hours	Hourly rate total	Weekend total	Total pay
Jane Cox	6.80	formula	18	12	formula	formula	formula
Richard Harrison	10.50	formula	22.5	8	formula	formula	formula
James Smith	6.80	formula	30	2	formula	formula	formula
Dave Lamb	7.80	formula	21	2	formula	formula	formula
Stephen Well	5.80	formula	10	7	formula	formula	formula
Sylvie Brown	6.80	formula	17	5	formula	formula	formula
Charlie Box	7.80	formula	30	0	formula	formula	formula
Gordon Loom	10.50	formula	30	0	formula	formula	formula
Stephanie Corby	10.50	formula	25	3	formula	formula	formula

2 Save the spreadsheet as **your initials wages**.

3 Enter your name in the upper left corner of the spreadsheet.

4 Add a header with the text centred **Spreadsheet produced by (your name)**.

5 Create a formula to calculate the Weekend rate for each of your members.

Weekend rate is 20% more than hourly rate.

*Formula = 120/100*Hourly rate*

6 Create a formula to calculate Hourly rate total *Hourly rate* Weekly hours*.

7 Create a formula to calculate Weekend total *Weekend rate* Weekend hours*.

8 Create a formula to calculate Total pay for each member
Hourly rate total + Weekend total.

9 Format all columns with the monetary amounts to £currency 2 decimal places.

10 Add a title row with the text **Payments** centred across the columns.

11 Embolden the title and change the font size so that it is 4pts larger than the rest of the spreadsheet.

- 12 Add a row at the bottom with the heading **Total Pay**.
- 13 Enter a formula in the Total pay column to calculate Total pay. Use *SUM*.
- 14 Change the Name column width to 16.
- 15 Embolden the Column headings.
- 16 Put a border around the whole table and between each cell.
- 17 Save the spreadsheet as **your initials wages 1**.
- 18 Print with landscape orientation.
- 19 Create a column chart on the same sheet to show the Total pay for each member.
- 20 Use the title Members' Total Pay.
- 21 Insert a new sheet in the same workbook with the name **Total Pay Bar** sheet.
- 22 Copy the chart the chart to the Total Pay Bar sheet.
- 23 Print the Total Pay Bar sheet only.
- 24 Delete the chart from the original sheet.
- 25 Save the spreadsheets and close the spreadsheet program.