

**(1)** Enter the worksheet title **SUPERHEROES Weekly Payroll** in cell A1 – use Arial font, red font color, size 16, Merge & Center the cells A1 to H1. Use Arial, size 10 for the remainder of the worksheet. Enter the column titles in row 2 as appears above, ensure that you insert a line space within each cell; change the height of row 2 to 30.00 points. Enter the row titles in column A, and the data from the payroll table in the columns as appears above. Right-align the data in cells A3 to A13.

**(2)** Use the following formulas to determine the **GROSS PAY**, **FEDERAL TAX**, **STATE TAX** and **NET PAY** for the first Super Hero (hey, Super Heroes have to pay taxes too!). BIG HINT: Pay attention to parenthesis and the “order of math operations”. To verify that your formula totals are correct, use a calculator (Start/Programs/Accessories/Calculator).

 **GROSS PAY** (cell E3): RATE multiplied by the HOURS

 **FEDERAL TAX** (cell F3): 20% multiplied by (GROSS PAY minus DEPENDANTS multiplied by 38.46)

 **STATE TAX** (cell G3): 3.2% multiplied by the GROSS PAY

 **NET PAY** (cell H3): GROSS PAY minus (FEDERAL TAX plus STATE TAX)

 Copy & paste the formulas for the first Super Hero to the remaining employees to save time.

**(3)** Calculate the **totals** for GROSS PAY, FEDERAL TAX, STATE TAX, and NET PAY in row 9.

**(4)** Use formulas to determine the AVERAGE, HIGHEST and LOWEST values of each column in rows 11, 12, and 13.

**(5)** Bold the worksheet title. Assign two decimal places where appropriate (money) and apply Currency Style “$” (except for Kids and Hours). Insert a light blue background in cells A2 to H2. Insert a light yellow background in the empty cells A10 to H10. Apply all the formatting (borders, centering, right and left alignment, etc) exactly as you see in the worksheet above.

**(6)** Change the width of the column A to 15.00 points. If necessary, change the widths of columns B through H for best fit.

**(7)** Use the CONDITIONAL FORMATTING command to display bold font on a light green background for any Gross Pay greater than $1050.00 in the range E3:E8. Use the help feature or the Internet to determine how to proceed.

**(8)** Enter your full name, course, date and Instructor name in the range A14:A17. Name the worksheet tab: **Superheroes**

**(9)** Sort the employee names (Super Heroes) by listing them alphabetically from Z to A.

**(10)** Insert a Pie Chart of your choice to reflect all the Super Heroes and the Net Pay amounts only. Position the Chart below your data.

**(11)** Cut (not Copy) the Chart to Sheet2 of your Excel file. Rename Sheet2 to: Chart; Delete Sheet3.