

Payroll Assignment

Note: This must be done using Microsoft Excel. Do not use Google Sheets. Be sure you are using the desktop version of Excel. You can get the desktop version of Excel for free. Read this document [Microsoft Office](#)

Before You Begin

Watch the video [Getting Started in Excel -The Very Basics](#) **Watch and do:** while watching the video, you should open Excel and do the things which are demonstrated in the videos.

Assignment

Create an Excel spreadsheet which calculates the pay for five employees. Name the workbook your name-Payroll1. When complete, submit the file in Blackboard. You should enter each employees' name, hourly rate, and the hours he/she worked. You will make up this data for each employee. The spreadsheet should calculate each employee's gross pay from the data. Gross pay is calculated by multiplying the hours a person worked by the hourly rate. The spreadsheet should also give the **total pay of all** of the employees.

Formatting: The worksheet should have a title and appropriate labels or row/column headings, etc to identify the data. Numbers should be formatted appropriately.

NOTES:

Because this is a design project, **you should not ask anyone for help** (except your instructor). This is important because you need to go through the creative process of thinking through the layout and organization of the project. **After you submit the assignment, if you view your submitted spreadsheet in Blackboard, it may not look correct.** For example, the formatting may be off, etc. This is because Blackboard is not always great at displaying Excel spreadsheets. So, to confirm it is ok, you can download the file you submitted and open it in Excel. Watch this video to learn how to download your original file. [Checking the Attachments of Your Submissions in Blackboard Ultra](#)