

Samuel Snyder
Chief Financial Officer

The worksheet title, subtitle, column titles, and row titles are entered

The Mobile Masses Store Biweekly Payroll Report

The worksheet is formatted appropriately so that it matches Figure 2-30b

The data from data in Table 2-1 is entered correctly

Conditional formatting is applied to the range D4:D12

All the formulas are entered correctly

The column widths and row heights are

There are no spelling errors

The totals in row 13 are determined

The AVERAGE, MAX, and MIN functions are used correctly

The document properties and the sheet name are changed

The workbook is saved as "The Mobile Masses Biweekly Payroll Report"

The worksheet's margins, header, and orientation are changed as appropriate

The entire worksheet, a section of the worksheet, and the formulas version are printed

Employee	Hire Date	Dependents	Hours Worked	Hourly Pay Rate	Gross Pay	Federal Tax	State Tax	Net Pay	Tax %
Charvat, Emily	3/3/09	1	65.25	\$ 20.50	\$ 1,337.63	\$ 288.93	\$ 53.51	\$ 995.19	25.60%
Chen, Bin	6/14/10	2	80.00	25.85	2,068.00	444.26	82.72	1,541.02	25.48%
Felski, Noah	10/11/08	0	64.50	12.60	812.70	178.79	32.51	601.40	26.00%
Kersey, Jane	3/4/11	1	68.50	21.45	1,469.33	317.90	58.77	1,092.65	25.64%
Merna, Thomas	1/15/10	3	78.25	22.60	1,768.45	373.01	70.74	1,324.70	25.09%
Pollitt, Sherry	11/15/08	2	49.25	18.25	898.81	187.04	35.95	675.82	24.81%
Prasad, Rao	2/15/08	0	33.50	9.35	313.23	68.91	12.53	231.79	26.00%
Washington, Yolanda	5/11/06	2	79.25	23.75	1,882.19	403.38	75.29	1,403.52	25.43%
Zica, James	4/14/11	1	80.00	19.65	1,572.00	340.49	62.88	1,168.63	25.66%
Totals			598.50		\$ 12,122.33	\$ 2,602.71	\$ 484.89	\$ 9,034.73	25.47%
Average		1.333333333	66.50	\$19.33	\$1,346.93	\$289.19	\$53.88	\$1,003.86	
Highest		3	80.00	\$25.85	\$2,068.00	\$444.26	\$82.72	\$1,541.02	26.00%
Lowest		0	33.50	\$9.35	\$313.23	\$68.91	\$12.53	\$231.79	24.81%