

Microsoft Excel, 2016

Assignment #1

In this assignment you will be using some of the basic features of Excel, including the ability to work with time in arithmetic, to create a weekly schedule. The schedule will include entering some data for the hours you worked, calculations to calculate the total hours worked for each employee, and some formatting to make the schedule easier to read.

Set-up

- 1) Open the spreadsheet "Timesheet_start" and save it as "TimeSheet_LastName_FirstName" replacing the words LastName and FirstName with your name.
- 2) Insert your first name in cell "I4".

Enter Your Schedule and Calculate Hours Worked

- 3) In the following data into the indicated cells
 - "I6" – "9:00 am"
 - "I7" – "5:00 pm"
 - "I8" – 1 (if the cell displays a time, format it to "general")
 - "I10" – "9:00 am"
 - "I11" – "5:30 pm"
 - "I12" – 1 (if the cell displays a time, format it to "general")
 - "I14" – "9:00 am"
 - "I15" – "5:00 pm"
 - "I16" – 0.5 (if the cell displays a time, format it to "general")
 - "I18" – "9:00 am"
 - "I19" – "5:30 pm"
 - "I20" – 0.5 (if the cell displays a time, format it to "general")
 - "I22" – "9:00 am"
 - "I23" – "5:30 pm"
 - "I24" – 0.5 (if the cell displays a time, format it to "general")
- 4) In cell "C9" insert the following formula to calculate the hours that Alexa worked on Monday " $=(C7-C6)*24-C8$ " (this calculates the part of the day worked "C7-C6" and multiplies by 24 hours then subtracts the amount of the break). Copy this formula to cells "D9" – "I9".
- 5) Calculate the hours worked for each day of the week for each employee
 - In "C13" enter the formula " $=(C11-C10)*24-C12$ " and copy it to cells "D13" – "I13"
 - In "C17" enter the formula " $=(C15-C14)*24-C16$ " and copy it to cells "D17" – "I17"
 - In "C21" enter the formula " $=(C19-C18)*24-C20$ " and copy it to cells "D21" – "I21"
 - In "C25" enter the formula " $=(C23-C22)*24-C24$ " and copy it to cells "D25" – "I25"
 - In "C29" enter the formula " $=(C27-C26)*24-C28$ " and copy it to cells "D29" – "I29"
 - In "C33" enter the formula " $=(C31-C30)*24-C32$ " and copy it to cells "D33" – "I33"
- 6) Calculate the total hours worked for Alexa in cell "C5" by entering the formula " $=C9+C13+C17+C21+C25+C29+C33$ ". Copy and update this formula to cells "D5" – "I5".

Format the worksheet

- 7) "Merge and Center" cells "A6" – "A9", "A10" – "A13", "A14" – "A17", "A18" – "A21", "A22" – "A25", "A26" – "A29" and "A30" – "A33".
- 8) In cell "A6" rotate the text up, center it both vertically and horizontally, make it bold and add a border to the right side of the cell. Repeat this formatting for the names of the other days of the week. Set column "A" to 5 characters wide.
- 9) Merge and center the cells "A1" – "I1" and separately "A2" – "I2". Format cell "A1" using the "Title" style, and cell "A2" using the style "Heading 1".
- 10) Format cells "C4" – "I4" in the style of "Heading 2"
- 11) Set the background of cells "A6" – "I9" (Monday) to "Blue, Accent 1, Lighter 80%" and set an outside border. Repeat this format for Wednesday, Friday and Sunday. Set the background of cells "A10" – "I13" (Tuesday) to "Blue-Gray, Text 2, Lighter 80%" and set an outside border. Repeat this format for Thursday and Saturday.
- 12) Add accent colors by setting the cell containing the day of the week and the cells with hours worked one shade darker. (Cells "A6" and "B9" – "I9" are set to "Blue, Accent 1, Lighter 60%"). Repeat this for the remainder of the days of the week.
- 13) Select cells "A4" to "I33" and set the alignment to "center".
- 14) Select cells "C5" – "I5" (Weekly Hrs.) and set the background to "Blue, Accent 1, Darker 50%" and the font to "White, Background 1". Set the font to bold, Calibri 14 pts.
- 15) Format all of the numbers (not start and stop times) using the "Number" dialogue launcher to "Number" with two decimal places.

Insert a Chart

- 16) Select the cells "C4" – "I5" and insert a "3-D Clustered Column".
- 17) Move the chart to a new worksheet named "Schedule Chart" and change the chart title to "Weekly Schedule (hours worked)"

Finish the worksheet

- 18) Rename "Sheet1" to "Schedule Hours"
- 19) Save the worksheet and add a comment in the document properties with your name and today's date.
- 20) Submit the worksheet following the instructions given to you by your instructor.