

Intermediate Microsoft Excel 95

Academic
Computing
Support



D.W. Mattson Computer Center
Tennessee Technological University
Revised February 1998

1. Retrieve a Saved File

Click on **File** and then **Open**

Under filename, type H:\TTU\XLCLASS\PAYROLL.XLS and click **Open**

***Note: If you do not have access to this file, create it with Beginning Excel 95*

2. Inserting Additional Cells

2.1 Copy cell borders

Select cells **D4..D12**

Click the Copy icon on the Toolbar



Select cells **E4..H12**

Click on **Edit** and select **Paste Special**

Check **Formats** only

Click **OK**

2.2 Add column headings

Position the mouse pointer in cell **E4**

Type **Retire** and press

Type **Taxes** and press

Type **Health** and press

Type **Net Pay** and press **[ENTER]**

2.3 Saving your updated file

To save your updated file, click on **File** and select **Save As**.

For the filename, type C:\TEMP\payroll12.xls

2.4 Using the date function

To insert the current date and time in your document, move the cell pointer to cell **A2**






Type **=now()** and press **[ENTER]**

3. Relative and Absolute Addressing



3.1 Create a Constant Area

Press **[F5]** for the **GoTo** option


Type **aa20**

Click **OK** to move the cell pointer to cell **AA20**
Type Constant Area and press 
Type .08 and press 
Type .33 and press 
Type 20.00 and press **[ENTER]**
Move the cell pointer to cell **AB21**
Type Retirement and press 
Type Tax Rate and press 
Type Health and press **[ENTER]**
Press **[CTRL]-[HOME]** to return to cell A1

3.2 Create a formula using absolute addressing

Move the cell pointer to cell **E5**
Type the formula =d5*\$aa\$21 and press 
Type the formula =d5*\$aa\$22 and press 
Type =\$aa\$23


3.3 Copying cell formulas

Select cells **E5..G5**
Click the Copy icon on the Toolbar 
Select cells **E6..E11**
Click on **Edit**, select **Paste Special**
Click on **Formulas**
Click **OK**


3.4 Create the net pay formula

Move the cell pointer to cell **H5**
To create the net pay formula, type =d5-@sum(e5..g5) and press **[ENTER]**

3.5 Copy the net pay formula

Move the cell pointer to cell **H5**
Click the Copy icon on the Toolbar 
Select cells **H6..H11**
Click on **Edit**, select **Paste Special**
Click on **Formulas**
Click **OK**

3.6 Copy the total formulas

Select cells **C12..D13**
Click the Copy icon on the Toolbar 
Select cells **E12..H12**
Click on **Edit**, select **Paste Special**
Click on **Formulas**
Click **OK**

4. Miscellaneous Formatting

4.1 Deleting rows

Click in Row heading for Row 13 to select the entire row
Click on **Edit**, select **Clear** and click on **All**

4.2 Adding total lines

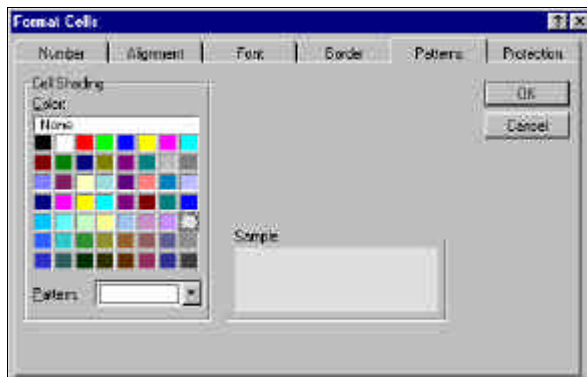
Select cells **C12..H12**
Position the mouse pointer over the selected cells
Click the right mouse button and select **Format Cells**



Click on the **Border** tab
Select the double total lines
Select Bottom
Click **OK**

4.3 Adding shading to cells

Select cells **A4..H4**
Position the mouse pointer over the selected cells
Click the right mouse button and select **Format Cells**




Click on the **Pattern** tab
Select the lightest grey choice
Click **OK**

4.4 Centering titles

Select cells **A1..H2**
Click the right mouse button and select **Format Cells**
Click on the **Alignment** tab
Select **Center Across Selection**
Click **OK**

5. Creating Graphs

Select cells **H5..H11**
Click on the Chart Wizard icon on the toolbar 
Place the mouse pointer over cell **B14**
Click the left mouse button and drag to cell **H20** to create a rectangle for the chart
Click **Next**
Select **3-D Bar Graph**
Click **Next**
Select **4**
Click **Next**
Click **Next**
For the **Chart Title**, type Net pay Comparisons and press **[TAB]**
For the **Category**, type Employees and press **[TAB]**
For the **Value**, type Net Pay and press **[TAB]**
Click **Finish**