

## ACTIVITY 49: RAISE

### New Skills Reinforced:

In this activity, you will practice how to:

1. use conditions in formulas to determine a desired result.

### Activity Overview:

The Castleton Company is changing its procedures on salary raises. Instead of everyone getting the same raise, management has decided to base raises on the condition of number of years of service to the company. Employees who have been with the company five years or more will receive a 4.5 percent raise. All other employees will receive a 3 percent raise.

The following activity illustrates how spreadsheets can be used to calculate the raise percent, actual raises, bonuses, and determine each employee's salary for 2006.

### Instructions:

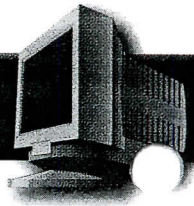
1. Create a NEW spreadsheet.  
**Note:** Unless otherwise stated, the font should be set to Arial, the font size to 10 point.
2. Type the data as shown.
3. Bold rows 1 – 6 and row 21.
4. Format the width of columns A and B to 15.0 and left align.
5. Format the width of column C to 13.0 and center align.
6. Format the width of columns D, F, and G to 13.0 and right align.
7. Format cells D8 – D21 and cells F8 – G21 as currency displaying 2 decimal places and the \$ symbol.
8. Format the width of column E to 13.0 and center align
9. Format cells E8 – E20 as percentages displaying 2 decimal places.
10. Compute the formulas for the first employee as follows:
  - a. In column E, % INCREASE, a conditional formula is required to determine if each employee's YEARS OF SERVICE is greater than or equal to 5 years. If the condition is true, the employee receives a 4.5% increase to his/her 2005 SALARY. If the condition is false, the employee receives a 3% increase to his/her 2005 SALARY. The conditional formula for the first employee is given below. In cell E8, type =IF(C8>=5,4.5%,3%)
  - b. 2006 RAISE=2005 SALARY\*% INCREASE -> In cell F8, type =D8\*E8
  - c. 2006 SALARY=2005 SALARY+2006 RAISE -> In cell G8, type =D8+F8
11. Use the AutoFill feature to copy the formulas down for the remaining employees.
12. Enter formulas to compute the totals for columns D, F, and G.

#### NEW SKILL

## Activity 49: Raise Instructions Continued

13. Insert a header that shows:
  - a. Left Section      Activity 49-Student Name
  - b. Center Section    RAISE
  - c. Right Section     Current Date
14. Insert a footer that shows:
  - a. Center Section    PAGE number
15. Display formulas in your spreadsheet by using <CTRL> + ` to check for accuracy.
16. Carefully proofread your work for accuracy.
17. Save the spreadsheet as RAISE.
18. Analyze the changes made to the data in the spreadsheet.
19. Set the Print Area to include all cells containing data in the spreadsheet.
20. Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.
21. Print a copy of the spreadsheet if required by your instructor.

# ACTIVITY 49: RAISE DATA SPREADSHEET



	A	B	C	D	E	F	G
1	CASTLETON INC.						
2	SCHEDULE OF RAISES						
3	EFFECTIVE DATE: 1/1/2006						
4							
5			YEARS OF	2005	%	2006	2006
6	LAST	FIRST	SERVICE	SALARY	INCREASE	RAISE	SALARY
7							
8	Acuin	Rifa	16	49000			
9	Anthony	Thomas	11	35000			
10	Autovino	Sandy	5	17500			
11	Baptiste	Janice	3	20000			
12	Becknel	Carlos	15	23000			
13	Brothers	Jessica	4	27000			
14	Carrubba	Thomas	8	30000			
15	Chinnici	Virginia	9	35000			
16	Cleland	Rochelle	2	27000			
17	Depalma	Antonella	10	41500			
18	Dickerman	Gloria	3	27000			
19	Doyle	Samantha	11	43000			
20	Goldstein	Lane	15	55000			
21	TOTALS						