

SPREADSHEET TASK – 'ASA Factory'

ASA Factory is a small business making wooden toys. You are a wages clerk in the business and it is your job to calculate the pay of all employees.

(1) Open your spreadsheet application. Put the title 'ASA Factory' in cell A1 and insert your name and form as a HEADER.

(2) Copy the following data:

EMPLOYEE	WAGE RATE	HOURS WORKED	BASIC PAY	OVERTIME HOURS	FINAL PAY
JACK SMITH	5.50	36			
GORDON EYNON	6.25	32			
MICHELLE JONES	5.25	36			
CARRIE EBSWORTH	5.25	37			
DAVID FISKE	6.50	30			
MAL OWEN	5.50	36			
CHARLOTTE WILKS	5.25	18			
MARY EVANS	6.50	38			
YVONNE BEALE	6.50	30			
ALISON WILLIAMS	6.50	18			

(3) Format the 'wage rate' column to currency.

(4) Calculate the 'basic pay' column to show how much money each worker has earned.
(Wage rate * hours worked)

(5) The following pieces of data are wrong – please change them:

- Gordon Eynon earns £6.10 per hour
- Mal Owen has worked 37 hours this week
- Alison Williams earns £6.80 per hour

(6) Add the following hours for each worker in the overtime column:

Jack Smith 4, Gordon Eynon 6, Michelle Jones 8, Carrie Ebsworth 2, David Fiske 2
Mal Owen 6, Charlotte Wilks 5, Mary Evans 2, Yvonne Beale 4, Alison Williams 10

- (7) All overtime is paid on a 'double time' basis – each worker gets double his or her wage rate for each hour worked as overtime. Calculate the **final pay** for each worker (wage rate * 2 * overtime hours + basic pay). Don't forget to format your figures to currency.
- (8) Carrie Ebsworth has now left the company. Delete her details – do not leave a blank row.
- (9) Save your work under the filename **ASA Factory**.
- (10) Print two copies of your work (landscape) – one showing the **values** and one showing the **formulae** that you used.

