

## EMPLOYEE LIST

LAST NAME	FIRST NAME	EMPLOYEE NUMBER	DATE OF BIRTH	YEARS IN COMPANY	MONTHLY SALARY	YEARLY SALARY	TOTAL EARNINGS
Nava	Orlando	000001	12/27/73	12	\$9,675.00	#	#
Calderon	Aimee	006033	11/11/80	9	\$8,500.00	#	#
Montes	Daniel	106358	7/17/75	8	\$4,400.00	#	#
Arias	Jose	097208	5/17/86	6	\$3,500.00	#	#
Godinez	Ana	132425	2/22/80	6	\$4,400.00	#	#
Martinez	Angel	130668	9/9/77	6	\$2,600.00	#	#
Moreno	Hector	107897	6/6/74	6	\$5,250.00	#	#
Beltran	Adrian	131558	12/2/83	4	\$3,500.00	#	#
Bernal	Stephany	111889	9/5/83	4	\$6,700.00	#	#
Moran	Yoni	186110	5/29/81	4	\$4,425.00	#	#
Aguilar	Gilberto	108187	2/15/82	3	\$2,200.00	#	#
Castelan	Armando	134106	9/23/86	3	\$3,700.00	#	#
Martinez	Dana	110559	3/17/79	3	\$3,900.00	#	#
Felix	Miguel	113044	6/17/81	2	\$1,800.00	#	#
Flores	Domingo	110972	4/4/88	2	\$1,800.00	#	#
Flores	Guadalupe	106873	5/12/84	2	\$2,200.00	#	#
Gonzalez	Montserrat	173609	8/7/82	2	\$1,800.00	#	#
Baltazar	Reyna	110095	1/1/90	1	\$1,800.00	#	#
Hernandez	Jesus	109743	10/4/85	1	\$1,800.00	#	#
Lovo	Gudelia	109013	10/28/83	1	\$1,800.00	#	#
Martinez	Sandra	108280	2/14/88	1	\$4,200.00	#	#
<b>MONTHLY PAYROLL</b>					#		
<b>YEARLY PAYROLL</b>						#	
<b>TOTAL EMPLOYEE EXPENDITURES</b>							#
1. Make all formatting changes that are not in the orginial Employee tab except the extra green lines							
2. In the box next to MONTHLY PAYROLL, use a SUM function to add all the monthly salaries for all the employees							
3. In the YEARLY SALARY, use Excel to calculate the salary by mutiplying the MONTHLY SALARY by 12 to calculate the answer							
4. In the TOTAL EARNINGS, use Excel to calculate the answer by mutiplying the YEARLY SALARY by YEARS IN COMPANY							
5. Using the SUM function, calculte MONTHLY PAYROLL, YEARLY PAYROLL and TOTAL EMPLOYEE EXPENDITURES. THE ANSWERS SHOULD BE RED							
6. Finish by adding the green lines to the last two columns							