

Quest Specialty Travel

Directions: Brenda Greene, Finance Director, has asked you to complete the weekly payroll analysis so she can finish the payroll for the week. She will need to calculate regular pay, overtime pay, and gross pay for employees at Quest Specialty Travel, a marketing agency located in Lewiston, Michigan.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Quest Specialty Travel															
2	Trip Advisory Division															
3																
4	Name	Hours	O/T Hrs	Hrly Rate	Reg Pay	O/T Pay	Gross Pay									
5	Bruegl, Paul	40	4	20												
6	Corton, Olivia	35	0	12.75												
7	Klein, Misty	40	5	15												
8	Le Pon Duc, Kim	27	0	18.5												
9	Martinez, Jose	35	0	12												
10	Sheridan, Burton	40	0	16												
11	Merriot, Amy	40	8	15.5												
12	Landgraf, Penny	38	0	12.5												
13	Totals															
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1. Open up Excel and input the data shown in the spreadsheet above. Make sure you use the same rows and columns as in the illustration. Save the spreadsheet as **quest**.
2. Resize column A to accommodate the size the text. You will do this by positioning your cursor between the A and the B column headings and double clicking.
3. Create a formula to calculate the regular pay. You will need to multiply the hours by hrly pay. You must use cell references. For example in the Reg Pay column for Bruegl, you will use **=B5*D5** Copy the formula down the E column for all of the employees.

4. Create a formula to calculate the overtime pay. You will need to multiply the O/Hrs by regular pay times 1.5. For example in the O/T Pay column for Bruegl, you will use **=C5*(D5*1.5)**
Copy the formula down the F column for all of the employees.
5. Calculate the gross pay by adding the regular pay plus the overtime pay. For example in the Gross Pay column for Bruegl, you will use **=E5+F5**
Copy the formula down the G column for all of the employees.
6. Now you need to total the B, D, E, F, and G columns. Use the **=sum** function to total the columns.
7. Save your worksheet and follow your teachers instructions for submitting the spreadsheet.