

## Using Computers

### Spreadsheet Module

### Task 4

#### Task 4a

Your company are about to enter salary negotiations. Your Grading structure has 6 grades, A to F. The starting salary for grade A is £10,000. Grades B and onwards start 15% higher than the previous grade. Additionally, each grade has 10 salary points at 2% increments.

Produce a spreadsheet to calculate all of the salary structure. Remember to format the cells as currency cells and remove the decimal places from the calculated salaries.

	Grade A	Grade B	Grade C	Grade D	Grade E	Grade F
<b>Salary Point 1</b>	10,000	11,500	13,225	15,209	17,490	20,114
<b>Salary Point 2</b>	10,200	11,730	13,490	15,513	17,840	20,516
<b>Salary Point 3</b>	10,404	11,965	13,759	15,823	18,197	20,926
<b>Salary Point 4</b>	10,612	12,204	14,034	16,140	18,561	21,345
<b>Salary Point 5</b>	10,824	12,448	14,315	16,462	18,932	21,772
<b>Salary Point 6</b>	11,041	12,697	14,601	16,792	19,310	22,207
<b>Salary Point 7</b>	11,262	12,951	14,893	17,128	19,697	22,651
<b>Salary Point 8</b>	11,487	13,210	15,191	17,470	20,091	23,104
<b>Salary Point 9</b>	11,717	13,474	15,495	17,819	20,492	23,566
<b>Salary Point 10</b>	11,951	13,744	15,805	18,176	20,902	24,038

Produce a line chart to illustrate the salary structure graphically. Print off both your salary matrix and the chart.

#### Task 4b

The conclusion of the salary negotiations is a 5% increase. Recalculate the spreadsheet based upon the new figures and print the new matrix.

	Grade A	Grade B	Grade C	Grade D	Grade E	Grade F
<b>Salary Point 1</b>	10500	12075	13886	15969	18365	21119
<b>Salary Point 2</b>	10710	12317	14164	16289	18732	21542
<b>Salary Point 3</b>	10924	12563	14447	16614	19106	21972
<b>Salary Point 4</b>	11143	12814	14736	16947	19489	22412
<b>Salary Point 5</b>	11366	13070	15031	17286	19878	22860
<b>Salary Point 6</b>	11593	13332	15332	17631	20276	23317
<b>Salary Point 7</b>	11825	13598	15638	17984	20681	23784
<b>Salary Point 8</b>	12061	13870	15951	18344	21095	24259
<b>Salary Point 9</b>	12302	14148	16270	18710	21517	24745
<b>Salary Point 10</b>	12548	14431	16595	19085	21947	25239

### Methodology Task 4:-

Lay out the spreadsheet as shown below. Remember to use Autofill to drag down the 'Salary Point 1' field to automatically produce the rest. Enter the base figure of £10000 into cell B2. Enter the formula shown in cell B3 to give a value 2% higher than that in cell B2. As this is a relative reference you can now use Autofill to drag down and automatically generate the remaining fields in column B (grade A).

Similarly, enter the formula shown in cell C2 to give a value 15% than that in B2. Again this is a relative reference so you can use Autofill to drag across and automatically generate the remaining fields in row 2 (Salary Point 1).

	A	B	C	D	E	F	G
1		Grade A	Grade B	Grade C	Grade D	Grade E	Grade F
2	Salary Point 1	10000	=B2*1.15				
3	Salary Point 2	=B2*1.02					
4	Salary Point 3						
5	Salary Point 4						
6	Salary Point 5						
7	Salary Point 6						
8	Salary Point 7						
9	Salary Point 8						
10	Salary Point 9						
11	Salary Point 10						

You can now select the fields from B3 to B11, copy them paste them into columns C to G to complete the table.

	A	B	C	D	E	F	G
1		Grade A	Grade B	Grade C	Grade D	Grade E	Grade F
2	Salary Point 1	10,000	11,500	13,225	15,209	17,490	20,114
3	Salary Point 2	10,200					
4	Salary Point 3						
5	Salary Point 4						
6	Salary Point 5						
7	Salary Point 6						
8	Salary Point 7						
9	Salary Point 8						
10	Salary Point 9						
11	Salary Point 10						

Select the fields as shown above and click the copy icon. Next click in the cell C3 and click Paste. Repeat this in cells D3, E3 F3 and G3 - you do not have to copy the cells again.

**Tips:**

Commas between 1,000's - If you want to improve the presentation of your spreadsheets you can have the option of putting commas in between numbers, as show on the front sheet.

To do this highlight the cells required to be adjusted, click on Format, then select Cells. A 'Format Cell' box will appear. Under Category, select Number and then put a ✓ in the box next to 'use a 1000 separator (,)'. Then click 'OK'.

Rounding up of numbers - This can be done in 2 ways. Either:

- i) Highlight the cells that require rounding up and then select the decrease icon.



or

- ii) Highlight the cells required to be rounded up. Select Format, click Cells. The 'Format Cell' box will appear. Against the 'Decimal Places' box, change the number to '0'. Then click OK.

**Methodology Task 4b:-**

The simplest way to complete task 4bis to copy the table produced in task 4. To do this, click in the grey area of row 1 and drag down to row 11.

	A	B	C	D	E	F	G
1		Grade A	Grade B	Grade C	Grade D	Grade E	Grade F
2	Salary Point 1	10,000	11,500	13,225	15,209	17,490	20,114
3	Salary Point 2	10,200	11,730	13,490	15,513	17,840	20,516
4	Salary Point 3	10,404	11,965	13,759	15,823	18,197	20,926
5	Salary Point 4	10,612	12,204	14,034	16,140	18,561	21,345
6	Salary Point 5	10,824	12,448	14,315	16,462	18,932	21,772
7	Salary Point 6	11,041	12,697	14,601	16,792	19,310	22,207
8	Salary Point 7	11,262	12,951	14,893	17,128	19,697	22,651
9	Salary Point 8	11,487	13,210	15,191	17,470	20,091	23,104
10	Salary Point 9	11,717	13,474	15,495	17,819	20,492	23,566
11	Salary Point 10	11,951	13,744	15,805	18,176	20,902	24,038

Now click the copy icon. Click in cell A13 and select Paste. You now have a copy of your original table. Enter the figure 10500 (10000\*5%) in cell B14 and all of the other figures in the table will change. See table over the page.

	A	B	C	D	E	F	G
1		<b>Grade A</b>	<b>Grade B</b>	<b>Grade C</b>	<b>Grade D</b>	<b>Grade E</b>	<b>Grade F</b>
2	<b>Salary Point 1</b>	£10,000	£11,500	£13,225	£15,209	£17,490	£20,114
3	<b>Salary Point 2</b>	£10,200	£11,730	£13,490	£15,513	£17,840	£20,516
4	<b>Salary Point 3</b>	£10,404	£11,965	£13,759	£15,823	£18,197	£20,926
5	<b>Salary Point 4</b>	£10,612	£12,204	£14,034	£16,140	£18,561	£21,345
6	<b>Salary Point 5</b>	£10,824	£12,448	£14,315	£16,462	£18,932	£21,772
7	<b>Salary Point 6</b>	£11,041	£12,697	£14,601	£16,792	£19,310	£22,207
8	<b>Salary Point 7</b>	£11,262	£12,951	£14,893	£17,128	£19,697	£22,651
9	<b>Salary Point 8</b>	£11,487	£13,210	£15,191	£17,470	£20,091	£23,104
10	<b>Salary Point 9</b>	£11,717	£13,474	£15,495	£17,819	£20,492	£23,566
11	<b>Salary Point 10</b>	£11,951	£13,744	£15,805	£18,176	£20,902	£24,038
12							
13		<b>Grade A</b>	<b>Grade B</b>	<b>Grade C</b>	<b>Grade D</b>	<b>Grade E</b>	<b>Grade F</b>
14	<b>Salary Point 1</b>	£10,500	£12,075	£13,886	£15,969	£18,365	£21,119
15	<b>Salary Point 2</b>	£10,710	£12,317	£14,164	£16,289	£18,732	£21,542
16	<b>Salary Point 3</b>	£10,924	£12,563	£14,447	£16,614	£19,106	£21,972
17	<b>Salary Point 4</b>	£11,143	£12,814	£14,736	£16,947	£19,489	£22,412
18	<b>Salary Point 5</b>	£11,366	£13,070	£15,031	£17,286	£19,878	£22,860
19	<b>Salary Point 6</b>	£11,593	£13,332	£15,332	£17,631	£20,276	£23,317
20	<b>Salary Point 7</b>	£11,825	£13,598	£15,638	£17,984	£20,681	£23,784
21	<b>Salary Point 8</b>	£12,061	£13,870	£15,951	£18,344	£21,095	£24,259
22	<b>Salary Point 9</b>	£12,302	£14,148	£16,270	£18,710	£21,517	£24,745
23	<b>Salary Point 10</b>	£12,548	£14,431	£16,595	£19,085	£21,947	£25,239

Finally, you can apply headers and footers to this document. Headers and footers appear on every page and can be used to automatically show information such as pages numbers, date, course information etc.

To apply the header and footer go to View - Header and Footer. Then click onto the Custom Header, to display this panel:

Font      Page Number      Date      File Name      Insert Picture

**Header** [?] [X]

To format text: select the text, then choose the font button.  
 To insert a page number, date, time, file path, filename, or tab name: position the insertion point in the edit box, then choose the appropriate button.  
 To insert picture: press the Insert Picture button. To format your picture, place the cursor in the edit box and press the Format Picture button.

Left section:      Center section:      Right section:

Number of Pages      Time      Path and File Name      Sheet Name

Click into each section and type in the following information:

Left section - enter in your name

Centre section - enter the task number i.e. Task ???

Right Section - enter in the session you attend.

Once these have been entered, click OK and then select the Custom Footer. Click into each section and type in the following information:

Left section - enter the file

Centre section - enter the page number

Right section - enter the date

Then click OK. Print a copy of your work for your course.