

Overview: The city of Fort Worth, Texas, is changing its criteria for calculating raises for city employees. Instead of everyone getting the same raise, the City Council has decided to base raises on the condition of number of years of service to the city. Employees who have been employed by the city for five or more years will receive a 5.5% raise. All other employees will receive a 4% raise.

The following activity illustrates how spreadsheets can be used to calculate the raise percentage and raise amount, and determine each employee’s salary for 2016.

Directions:

1. Create a new BLANK spreadsheet.
2. Save spreadsheet as **Period#LastName_Raise**.
3. Insert a header (Name, File Name)
4. Insert a footer (date)
5. Type the data as shown.

	A	B	C	D	E	F	G	H
1	City of Fort Worth Employee Salary							
2	Schedule of Raises							
3	Effective Date: 1/1/2016							
4								
5	LAST	FIRST	POSITION	YEARS OF SERVICE	2015 SALARY	% INCREASE	2016 RAISE	2016 SALARY
6	Fisser	Dale	City Manager	25	226,595			
7	Crumb	Stephen	Water Director	3	147,347			
8	Allen	Darlene	City Auditor	5	139,048			
9	Best	Wenona	Legal Secretary	10	40,290			
10	Garrett	Bridgette	Utility Administrator	16	131,934			
11	Garcia	Marion	Field Operations Crewleader	1	40,269			
12	Streiffert	Steven	Assistant ITS Director	6	135,429			
13	Smith	Christine	Account Technician	3	40,290			
14	Irwin	Pamela	Compliance Specialist	4	40,165			
15	Thomas	Cheryl	Senior Librarian	17	45,448			
16	Washington	Dean	Librarian	4	50,232			
17	Moorland	Blake	Public Events Manager	12	62,008			
18	Mendoza	Chris	Operations Manager	11	50,107			

6. Make the following formatting changes to the spreadsheet:
 - a. Rename Sheet 1 “2016 Raises”
 - b. Merge and Center A1:H1
 - i. Apply Title cell style
 - c. Merge and Center A2:H2
 - i. Apply Heading 1 cell style
 - d. Merge and Center A3:H3
 - i. Apply Heading 4 cell style
 - e. BOLD A5:H5
 - f. Format the width of columns A and B to 15.0 and left align
 - g. Format the width of column C to 26.0 and left align
 - h. Format the width of column D to 17.0 and center align
 - i. Format the width of column E, F, G, and H to 13.0 and right align
 - j. Format cell ranges E6:E18 and G6:H18 to accounting number format (ensure 2 decimals are showing)
 - k. Format cell range F6:F18 as percentages displaying 2 decimal places.

7. Format data as a table
 - a. Select the range A5:H18
 - b. Format as Table Style Medium 20 – ensure you have “My table has headers” checked
8. Compute the formulas for the first employee as follows:
 - a. In column F, % INCREASE, a conditional formula is required to determine if each employee’s YEARS OF SERVICE is greater than or equal (\geq) 5 years. If the condition is TRUE, the employee receives a 5.5% increase to his/her 2016 SALARY. If the condition is FALSE, the employee receives a 4% increase to his/her 2016 SALARY. (NOTE: ensure the percentage is showing with 2 decimal places once this is calculated)
 - b. In column G, 2016 RAISE, calculate the employees 2016 raise by multiplying their 2015 SALARY by their % INCREASE.
 - c. In column H, 2016 SALARY, calculate the employees 2016 salary by adding their 2015 SALARY to their 2016 RAISE.
9. Add a Total Row to your table (HINT: Table Design Tab)
 - a. Ensure the SUM is being displayed for columns, E, G, and H.
10. Sort the table in alphabetical order by last name.
11. Apply the following conditional formatting rules:
 - a. YEARS OF SERVICE: Highlight cells with 5 or more years of service with a green fill
 - b. 2015 SALARY: Apply a solid data bar of your choice
 - c. % INCREASE: Create TWO new rules using a formula – one to fill the cells that are greater than 4.0% green, and one to fill the cells that are less than 5.5% yellow.
 - d. 2016 RAISE: Apply a gradient data bar of your choice
 - e. 2016 SALARY: Apply a directional icon set of your choice
12. Change the page Orientation to Landscape
13. Print Preview – Scale to Fit on One Page (DO NOT ACTUALLY PRINT)
14. Save again.
15. Turn in completed worksheet to ClassHandin Folder