

3. Delete column B. Set column A width to 32.00, and columns B through K to 11.00. Select row 3 and set text to wrap in this row using the Wrap Text button (HOME tab | Alignment group), and then set the row height to best fit.
4. Delete the record for the employee Cloutier, James. Add two blank lines immediately above the Totals row, and add the information for the two new employees listed in Table 3–11.

Table 3–11 Into the Woods Camping Gear New Employee Data

Employee	Withholding Allowances	Rate Per Hour	Hours Worked
Alvarez, Luis	1	14.00	35
Grey, Samantha	2	14.00	52

5. Add the Tax Rates information shown in Figure 3–86 in cells A15:B20 to your worksheet.
6. Change the font in cell A1 to 36-point Bodoni MT Black (or a similar font). Change the font in cell A2 to 24-point Bodoni MT Black (or a similar font). Change the font in cell A15 to 18-point italic Bodoni MT Black. Change the row height for rows 1, 2, and 15 to best fit.
7. Insert three columns to the right of the Gross Pay column. Add the column titles Taxable Income, Soc. Sec., and Medicare in cells F3:H3. Center the contents of cells B3:K3. Calculate the Social Security and Medicare taxes in columns G and H by multiplying the tax rates in the Tax Rates table by the Gross Pay.
8. The federal tax calculations must take into account two tiers of income tax, which are applied to the taxable income. Taxable income for employees of Into the Woods Camping Gear is calculated as Gross Pay – (number of withholding allowances x \$75). If an employee has a taxable income of greater than \$739, then the federal tax withheld equals \$110.85 plus the federal tax rate found in cell B19 multiplied by the taxable income in excess of \$739. If an employee's taxable income is \$739 or less, the federal tax withheld equals the taxable income multiplied by the federal tax rate found in cell B18. Use the IF function to calculate the federal tax in Column I.
9. State tax is calculated as a percentage of federal tax. Use the tax rate in the Tax Rates table to calculate state tax in column J.
10. Calculate Net Pay in column K, as Gross Pay – Soc.Sec., Medicare, Federal Tax, and State Tax.
11. Use the background color Light Green, Background 2, Darker 25% for cells A1, A2, and the range A15:B20.
12. Center the range B4:B11. Apply the currency style with two decimal places, no dollar signs, and negative numbers in parentheses to the range C4:C11 and E4:K12.
13. Apply a Thick Bottom Border to the range A3:K3. Apply the Total cell style to the range A12:K12. Apply a Thick Box Border to the range A15:B20.
14. Change the sheet tab name to Weekly Payroll and the tab color to match the color used as background color in cell A1.
15. Preview the worksheet. Fit the printout of the worksheet on one page in landscape orientation. Save the workbook again.
16. Submit the workbook as specified by your instructor.