



Excel Module 3

Performing Calculations with Formulas and Functions

**Microsoft Office 2016
Introductory**



FUNCTION List

= SUM

=COUNT
=COUNTA

=AVERAGE

=MIN
=MAX

=NOW ()
=TODAY()

=IF

Student Learning Outcomes

EXAMPLE: EXCEL3 folder > Module subfolder
>Wingait.xlsx

- Enter FUNCTIONS using **ROUND** function (Page 142)
- Enter FUNCTIONS using **MEDIAN** function (Page 142)
- Enter NESTED Functions (Page 143)

Student Learning Outcomes

- Use GOAL SEEK (Page EX150-151)
- Use AutoFill
- Use **LOOKUP** Function (Page 171)

Writing Formulas

In cell B18, calculate the Social Security tax equal to the value of cell B14 multiplied by the tax rate in cell M16.

Writing Formulas

In cell G6, calculate the total hours worked on the first day, which is equal to the difference between cell F6 and E6 multiplied by 24.

Writing Formulas

In cell J6, calculate the salary due on the first day. The salary is equal to the Straight Time worked in H6 multiplied by the hourly rate in cell B6 plus the Overtime in I6 multiplied by the hourly rate in B6 times 1.5 (Carol will receive time-and-a-half for each overtime hour.) Use an absolute reference in cell B6.

Writing Formulas

In cell B17, calculate the amount of federal tax by multiplying the Total Pay in cell B14 by the appropriate federal tax rate for an employee with the marital status in cell B7 and withholding allowances in cell B9. (**Hint:** Use the VLOOKUP function with an exact match lookup for the lookup table in the range L6:W8. For the Col_index_num, use the value of cell B9 plus 2)