**Oakland Theatre**

Oakland Theatre is a small theatre in the town of Oakland. Terri, the new manager wants you to complete the wage spreadsheet that will calculate the weekly wage for each member of staff. Complete the following tasks:

1. Recall the spreadsheet Oakland Wages and insert a header with your name etc
2. Add the following data for 3 cleaners. Tim Toolratchett has worked 10 hours, Amanda Huggankiss and Stuart Valance both have worked 20 hours. The rate of pay is £6 per hour.
3. Insert formulas to calculate Adrian Armstrong’s Gross pay, total deductions and net pay.
4. Insert formula to calculate the Tax and NIC (using absolute cell reference)
5. Replicate these formulas for the rest of the staff.
6. Insert a formula to calculate total hours worked, total gross pay and total net pay.
7. Insert a formula to calculate the average hours worked, average gross pay and average net pay.
8. Place a border around the table.
9. Emphasise the main heading and subheadings so that they stand out.
10. Change the cells that contain currency to show the pound sign and two decimal places.
11. David Steele has left. Delete this record.
12. Change the page layout so that all data is on one page.
13. Print a copy showing the values and a copy showing formula.
14. Tax has reduced to 20%, update the spreadsheet.
15. Print a copy showing the new values.
16. Write a note to Terri , explaining the benefits of using a spreadsheet to calculate the wages.