# 2.2

Rearrange Data and Manage Multiple Worksheets

In this exercise, you will insert and adjust rows and columns and work with multiple worksheets.

1. Open **EX-2.2-Payroll** and save it as: **EX-2.2-Final Payroll**
2. Insert two rows after **row 11** and add this information for two new employees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee** | **Rate** | **Hours** | **Dependents** |
| Loggio, Ray | 19 | 21 | 1 |
| Baker, Sandy | 14 | 8 | 1 |

Notice how the worksheet automatically calculates the totals.

1. Set the width of **columns B–H** to: **11**
2. Insert a column between **columns A and B**; adjust the width of the new column to: **4**
3. Increase the height of **row 2** to: **30**
4. Rename Sheet1 to **Weekly Payroll** and Sheet3 to: **Payroll Summary**
5. Delete **column B**.
6. Change the color of the Payroll Summary sheet tab to **Dark Blue, Text 2**.
7. Delete **Sheet2**then make **Weekly Payroll** the active sheet.
8. Save and close the file.