

Name _____

Directions for looking into your future.

1. Open up the **EXCEL** lesson. Depending on if you have Microsoft or Google you may save the lesson to your google drive and convert the **EXCEL** lesson to Google sheets. You will discover that we have provided you with a video helping you with this lesson.
2. Upon opening up **EXCEL** you must click **ENABLE EDITING** this will permit you to make adjustment to the spreadsheet.
3. You will discover that we have placed some very basic calculation for payroll for the year.
4. Type in your name in the first month where it says YOUR NAME. This will automatically place your name throughout the spread sheet for each month.
5. At the bottom of the spreadsheet we have provided for you **four (4)** incomes depending on your level of education.
6. We strongly feel you should copy the first one with earnings of \$1,328.00 per month, no education. And place this in the January Pay Period in YELLOW cell C6. This is calculated because you are only earning \$8.30 cents and hour.
7. Once you have copied and pasted this amount in the first month you will discover that this is the amount you have earned all year. You then will realize you now have a **TOTAL NET INCOME FOR THE YEAR!**
 - a. Depending on your school and computer system you should printout a hard copy on the local printer so you may compare this income at later to the others amounts with an education. Or save it to your directory and give it a name of ONE, or any name or flash drive.
8. You will notice that we have provided for you **three (3)** other incomes depending on your education. Please copy the monthly amount and paste it where you had pasted the previous.
9. ***YOU DO NOT NEED A 4-YEAR COLLEGE DEGREE. YOU MUST OBTAIN AT LEAST AN EDUCATION IN A TRADE.***