

Name	Wage
James, John	13
Smith, Susan	11
Brown, Joan	12
Mate, Robert	23
Ward, William	29
Right, Rita	9
Stoltzfus, Mary	13
Parekh, Bhupendra	26

Name	Hours	Wage
James, John	40	13
Smith, Susan	80	11
Brown, Joan	64	12
Mate, Robert	36	23
Ward, William	80	29
Right, Rita	80	9
Stoltzfus, Mary	80	13
Parekh, Bhupendra	48	26

Auto fill months	January	February	March	April	
Auto fill days of week	Monday	Tuesday	Wednesday	Thursday	

Auto fill custom list MS Office Button – Excel Options – Popular – Edit Custom Lists button – NEW LIST	Susan	James	John	Sam	Alex
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Text wrapping is done by launching Format dialog box – Alignment tab – Wrap Text (setting your own line break – Alt + Enter)	Cell alignment				
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Date formats:
2-Nov-04
2-Nov
11/2/2004
11/02/04
November 2, 2004

Salary Report

Name	Hours	Wage	Salary
Brown, Joan	64	\$ 12.00	\$ 768.00
James, John	40	\$ 13.00	\$ 520.00
Mate, Robert	36	\$ 23.00	\$ 828.00
Parekh, Bhupendra	48	\$ 26.00	\$ 1,248.00
Right, Rita	80	\$ 9.00	\$ 720.00
Smith, Sherry	72	\$ 15.00	\$ 1,080.00
Smith, Susan	80	\$ 11.00	\$ 880.00
Stoltzfus, Mary	80	\$ 13.00	\$ 1,040.00
Ward, William	80	\$ 29.00	\$ 2,320.00
Totals	580	\$151.00	\$9,404.00

Monthly Worksheet

Cost Center: 3030

November 2, 2004

Month	January	February	March	April	May	June	Total
Patient Revenue	\$10,000.00	\$ 4,500.00	\$ 6,580.00	\$ 6,548.00	\$6,898.00	\$ 7,848.00	\$42,374.00
Other Operating Revenue	\$ 1,230.00	\$ 5,600.00	\$11,820.00	\$ 4,587.00	\$2,546.00	\$ 5,648.00	\$31,431.00
Total Monthly Revenue	\$11,230.00	\$10,100.00	\$18,400.00	\$11,135.00	\$9,444.00	\$13,496.00	\$73,805.00

