



## Homework #19

Now it's time to put your Excel skills to work on something practical!

- Open the Excel workbook **1040A\_Tax\_Form.xlsx**.
- Label the worksheet "1040A" (on the tab).
- Create a title at the top of the worksheet called "1040A".
- Choose a neat, legible format for your 1040A sheet with three columns: one for line numbers (which correspond to the line numbers on the tax form), one for fillable data cells, and one for formulas. (Choose different background colors for each column, but be sure to use light colors so the contents are easy to read. Choose colors that look attractive together. One of the three may be left blank if you prefer.)
- Number your rows from 1 to 46 (these are the line numbers on the 1040A form) in the first column.
- Lines 6d, 7, 15, 20-22, 24- 27, 33- 36, 39, 41-42, and 45 are all lines that will contain formulas. The rest are data cells. Format the rows accordingly so that your data cells are all in the second column, and the formula cells are in the third column.
- In the "W2 Form" worksheet, define names for B2 ("Wages"), B3 ("Federal Tax WH"), and B18 ("State Tax WH"). By way of reminder: the "Define Name" function is on the "Formulas" tab.
- Enter a formula for line 6d to add the values in 6a-6c.
- Enter a formula for line 7 which refers to your defined name "Wages" (=Wages).
- Enter a formula for line 15 which adds the values in lines 7 through 14b.
- Enter formulas as directed for lines 20 and 21.
- Look carefully at the directions for line 24. You will need to enter a logical formula which will refer back to lines 1-5. Assume a "1" will be entered in the appropriate filing status box when the data is entered.
- Enter a formula for line 25, using an appropriate logical function.
- Enter formulas for lines 25, 26, 34, and 35 as directed.
- Note that your results will all be zeros as this point since we have not completed the form, yet. These issues will be resolved after we finish this project. 😊
- After you have completed the assignment, e-mail your homework (attach **1040A\_Tax\_Form.xlsx**) to: [homework@wanvigs.net](mailto:homework@wanvigs.net), no later than 10:00 am next Tuesday. Put "Homework #19" and your first name in the subject line.