Homework #20

❑ Open your Excel workbook **1040A_Tax_Form.xlsx** and save it as **1040A_Tax_Form_Rev_1.xlsx**. Keep all previous versions of your tax form. We will continue to add to this workbook, but it's a good idea to have a copy of each week's work on file.

❑ Under the "Formulas" tab of the Ribbon, choose "Name Manager" and use this dialogue box to delete the names that you did not define (just as we did in class). Notice that you also have the option to define or change names in this box.

❑ Add comments in Lines 1-5 instructing your "user" to enter a "1" in the appropriate filing status box (for example, in the cell corresponding to Line 1 data entry, add a comment that says, "Enter a 1 if your filing status is Single.").

❑ Enter a reference for Line 22 which refers to Line 21 (as per line instructions).

❑ Add an IF function to your formula in Line 24 to verify that a filing status has been selected (in Lines 1-5). Make it say, "Fill-in Filing Status" if there is not one selected.

✍ Note: by having text appear in this cell under certain conditions, other cells which do calculations on this cell will return a #VALUE error when it contains text. Don't worry about that. It will be fine when appropriate entries are made. Since the error messages will be distracting and make it more difficult to ensure your formulas are correct, enter a one (1) in the data entry column for Line 1 (as if your filing status is "Single").

❑ Add another nested IF function to the same formula (for Line 24) which checks to see if there is a one (1) in Lines 23a or 23b, and if there is, make it say, "See instructions" instead of returning a number.

❑ Add a comment to Line 24 which says, "If you can be claimed as a dependent, see instructions."

❑ Enter the appropriate formulas for Lines 27, 41, 42, and 45 as directed.

✍ Note: for Lines 42 and 45, your formula should be written such that it will remain blank if the value is less than 0 (a zero value may appear as a zero or be left blank, but you would not want to show a negative number). It would not make sense, for instance, to say in Line 42 that the amount you overpaid is a negative number.

❑ Enter a reference in Line 36 which refers to the W-2 form ("Federal Tax WH").

❑ Finally, go to the Formulas tab on the Ribbon and browse through the functions. Choose a function that interests you which we have not covered in class and learn how to use it on your own. You can hover over the functions in each category to see the purpose of the function. If you click on it, you will see a box with the purpose of the function, help on entering the variables, and a "Help on this function" link in the lower left corner of the box that you can click on if you need additional help. Practice using this new function and come to class next week prepared to demonstrate to the class how to use it. It might be helpful to prepare an example spreadsheet ahead of time in order to demonstrate it (as I do to introduce new functions in class). If you do, put it in a separate workbook and name it (save as) your first name, then email it along with your homework. I will have it ready for you to use in class on my computer. This is part of your homework and is worth five points. Your points will be based on how well you understand and demonstrate your chosen function. If it is a really simple function, prepare several examples to demonstrate its usefulness. Be familiar with this function so you prepared to answer questions in class (in case anyone asks).

❑ After you have completed the assignment, e-mail your homework (attach **1040A_Tax_Form_Rev_1.xlsx** and your demonstration spreadsheet, if you have one) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put "Homework #20" and your first name in the subject line.