



## Homework #22

- Open your Excel workbook **1040A\_Tax\_Form\_Rev\_2.xlsx** and save it as **1040A\_Tax\_Form\_Rev\_3.xlsx**.
- Make any corrections necessary, based on your grade sheet from Homework #20. Remember to check your own formulas as well (especially those that were not included in the grade sheet). Pay special attention to the columns you are referring to with your formulas.

Now it's time to put some finishing touches on our tax form! We'll add some instructions and prevent a few common mistakes, we'll protect the formula cells so our "users" cannot change them by mistake, and finally, we'll put our workbook to the test by trying it out as a "user"!

- Select the input cells for Lines 1-5 of the 1040A. Use the Data Validation tool (under "Data" on the Ribbon) to specify that only a "1" may be entered in each of the cells. Give it the title, "Filing Status", and make the input message, "Enter a "1" in the appropriate filing status line." Make the error message say, "You may only enter a 1." Choose the "Stop" error style, if it is not already selected. (If you need to review how to do this, it was covered on pages 217-218 of the text.)
- Next to the formula cell of Line 1, create a formula that tests to see if your user entered a "1" in more than one filing status box (the easiest way to do this is probably to see if the sum of the five lines is more than 1). If true, then have it say, "You may only choose one filing status." If false, then leave it blank.
- Add a data validation to the cell of Line 1 on the CTCW form that says, "Enter the number of qualifying children here." Specify that the cell must contain a whole number with an error message that says, "You must use a whole number."
- On Line 28 of the 1040A form, add a data validation with the title, "Tax." Make the message say, "Find your tax from the tax table in the instruction booklet and enter your tax here." Specify that it cannot be a negative number.
- Just as we did in class, set the data entry cells in all three worksheets to allow users to edit those cells and then protect each worksheet. Do not use a password. Allow users to see the formulas but not edit them. (Reminder: this is under the Review tab.)

- Now, open the sample W-2 form included with this assignment (it may be easiest for you to print it out first), and enter the numbers (just as if you are the “user” of this program) in the W-2 worksheet.
- On the 1040A worksheet, choose a filing status of, “Married, filing jointly,” and include two dependent children (who are both “qualifying children” on the Child Tax Credit Worksheet).
- When you have completed all of the steps above, you will need to look up your tax (in the “Tax Table” in the instruction booklet) and enter it on line 28.
- After you have completed the assignment, e-mail your homework (attach **1040A\_Tax\_Form\_Rev\_3.xlsx**) to: homework@wanvigs.net, no later than 10:00 am next Tuesday. Put “Homework #22” and your first name in the subject line.