Open the file contained within the folder name shown above.



*We want to create range names for all the rates in cells****B19:B21****.*

Create a range name for cells **B19**, **B20** and **B21** - don't forget there is a menu/quick key to do this in one step!

In cell **E4**, create a formula to calculate the pay using your range name for the pay rate.  Use this to help you:

**Pay = Hours Worked \* (range name for) Hourly Pay Rate**

Copy the formula down the column to calculate the other staff members' pay.

In cell **F4**, create a formula to calculate the National Insurance using your range name for the National Insurance rate.  Use this to help you:

**Nat Ins = Pay \* (range name for) Nat Ins Rate**

Copy the formula down the column to calculate the other staff members' National Insurance.

In cell **G4**, create a formula to calculate the tax using your range name for the tax rate.  Use this to help you:

**Tax = Pay \* (range name for) Tax Rate**

Copy the formula down the column to calculate the other staff members' tax.

Change the values of the hourly pay rate, National Insurance rate and tax rate to the values shown below:



*When you change the rates, the answers should change.*

Use **Save As...** to save the file in your own new Excel work folder.