

COMPUTERS FOR SCHOOLS KENYA (CFSK)
EXPERT USER PROFICIENCY COURSE
JULY-AUGUST 2005 EXAMINATIONS
EUP003: SPREADSHEET: MS EXCEL

Instructions: Answer section A compulsory and any other 2 questions from section B
SECTION A (Compulsory)

1) (a)

- (i) Define the term spreadsheet. (2 marks)
- (ii) Give **three** examples of spreadsheet packages available in the market today. (3marks)
- (iii) What is a legend in spreadsheet (2 marks)
- (iv) List five areas where Ms-Excel can be used (5 marks)
- (v) Differentiate between Relative cell reference and Absolute cell reference (4 marks)

(b) Explain with an example where applicable the following terms as used in a spreadsheet:

- (i) what if analysis (3 marks)
- (ii) cell (2 marks)
- (iii) formula (2 marks)
- (iv) pie-chart. (2 marks)

SECTION B (ANSWER ANY THREE QUESTIONS)

QUESTION 1

The table below shows part of a spreadsheet that is used by a company that employees salesperson. In addition to the basic salary each receives commission of 20% on goods sold. All four are taxed at a rate of 15 %

Employee	Basic	Sales	Comm	Gross	Tax	Net Income
Edgar	1200	3000				
Sheila	1300	3100				
Wallace	1600	3500				
Deirdre	1700	3800				

- a) Prepare a worksheet to hold the data (10 marks)
- b) Calculate the employee's commission. Write the formula that returns Edgers Commission (2 marks)
- c) Calculate the employee's Gross pay. Write the formula that returns Sheila Gross (4 marks)
- d) Calculate the employee's commission. Write the formula that returns Edgers commission (4 marks)
- e) Calculate net income for each employee. Write the formula that computes Wallace Net Income (5 marks)

QUESTION 2

The table below shows The Temperature recorded in four regions values in degree centigrade

Region	Jan	Feb	March	April	May	June
Rift valley	30	28	30	43	29	20
Central	30	40	20	38	38	40
Nairobi	29	28	27	28	30	20
Eastern	20	30	30	30	30	20

- a) Design a spreadsheet that can hold the data, Give it al Title, Merge center align the title and Change its font color to size14 (10 marks)
- b) Given that the formula to convert the temperatures in to degree F as $F=32+ 5/9C$, in cell A15 enter 32 and in cell A16 enter 5/9 . Convert the degrees in to F (10 marks)
- c) Calculate the January average temperatures. Write down the formula that returns the average (2 marks)
- d) By use of a function count the temperatures in Nairobi region that were less than or Equals to 45 degree F. Write down the formula (3 marks)

QUESTION 3

The following table shows figures giving details of earnings of employees of Mutua Engineering Ltd.

- They are given allowances of 20% of basic salary
- Deductions are calculated at 8% of the Gross Pay

Name	Basic Pay	Allowances	Gross Pay	Deductions	Net pay
Alice	21000				
Joan	12000				
Fred	12700				
Kaparo	15600				
Alex	1500				

- a) Design a Spreadsheet that will hold the data give it a title and label all Row and Column Headers appropriately (10 marks)
- b) By use of Absolute cell reference calculate all employee allowance, Write down the formula that calculates Alice Allowance (4 marks)
- c) Calculate the employee's Gross pay. Write down the formula that returns Joans Gross pay (4 marks)
- d) Calculate the employees Deductions. Write down the formula that calculates Alice Deductions (4 marks)
- e) Calculate the employees' Net pay. Write down the formula that calculates Alex Net pay (3 marks)

QUESTION 4

- (a) Define the following terms as used in spreadsheet (10 marks)
 - a. Cell
 - b. Workbook
 - c. Range
 - d. Cell address
 - e. Label
- (b) Give short notes on the following as used in excel (10 marks)
 - a) Auto fill
 - b) Auto sum
 - c) Filter
 - d) Sheet tab
 - e) Best Fit method
- (c) List five types of graphs that can be used to analyze data in Ms -excel (5 marks)