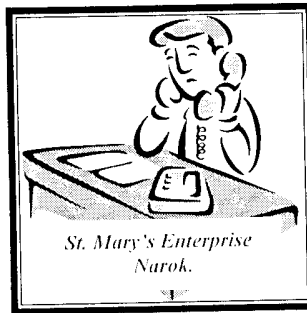


1. use a DTP software to design the following *NrK*

(36mks)



Company name:..... **TITLE**

Address:

Ship to: **VENDOR**

PURCHASE ORDER NUMBER		ORDER DATE			CONTRACT *NrK*	
REFERENCE		TERMS		SHIP VIA		
Item	Quantity	Unit	Description	Unit price	Extension	Date required
TOTAL						

Signature _____ Date _____

- b) (i) Fit four copies of the design into a single page (8mks) *NrK*
- (ii) Include a page header with your name and index number (4mks) *NrK*
- c) Print the document (2mks) *NrK*

2. The data given below relates to the business activities in a company. *NrK*

	A	B	C	D	E	F	G
1	Order number	Order date	Co. Ref	CO. NAME	Value	VAT	Total
2	14008	12-Mar	2245	Goldfield Stables	123.85		
3	14003	11-Mar	1289	Marsden Products	4,456.00		
4	14009	12-Mar	1289	Marsden	1,652.54		
5	14001	8-Mar	2413	Patel Industries	1,466.00		
6	14004	18-Mar	2413	Patel Industries	567.00		
7	14006	10-Mar	2375	Patel Kitchens	55.54		
8	14005	11-Mar	965	Tilley Transport	1,678.00		
9	14000	10-Mar	1453	Wilson Garages	3,200.00		
10	14002	11-Mar	1453	Wilson Garages	98.76		
11	14007	9-Mar	1453	Wilson Garages	2,654.00		

- a) Create the above file naming it “Q2DAT” and workout the VAT and the total. VAT is 17.5% of the value, total is SUM of VAT and value. (12mks) *NrK*
- b) Format the VAT and total to 2 decimal places. (2mks) *NrK*
- c) Get a list of all records whose company begins with “Patel” and paste them to sheet 2. Rename the sheet “Patel” (10mks) *NrK*
- d) Extract all Marsden Products OR Wilson Garages records and paste them to a new sheet. Rename the sheet “Marswils” (10mks) *NrK*
- e) Using auto-filter extract records whose order date was 10-Mar and paste them to a new sheet. Change the sheet’s name to “Orders” (10mks) *NrK*
- f) Sort the database in ascending order of the total column. Rename this sheet “Sorted”(5mks) *NrK*
- g) Write the formulae used to compute VAT and total in (b) above (3mks) *NrK*
- h) Print worksheet “sorted” (2mks) *NrK*