

**EXPERT USER PROFICIENCY COURSE (EUP)**

**JUNE 2016 EXAMINATIONS SERIES**

**EUP 003: MS EXCEL: SPREADSHET.**

Instructions

1. Write your **INDEX NUMBER** in the space provided on the question paper
2. Answer **all** questions in **Section A**.
3. Answer all the theory questions in the spaces provided on the question paper
4. Time allowed is: **30 minutes.**

**INDEX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION A: THEORY - COMPULSORY (25MARKS)**

**QUESTION ONE (25 MKS)**

1. What is the purpose of Naming Ranges in formulas in Ms Excel? (4 marks)

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1. Explain the procedure for renaming a Sheet in Ms Excel (2 marks)

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c. What is a spreadsheet? Give three examples of electronic spreadsheet software. (3 marks)

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1. Define the term **Function** as used in Ms Excel (2 marks)

Explain the uses of the following functions. **(8 Marks)**

1. Date and Time
2. Statistical
3. Logical
4. Math and Trig

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(e) State the purpose of each of the following keyboard menu commands used in Microsoft Excel.

 **(6 Marks)**

(i) ALT+V

(ii) CTRL+A

(iii) CTL+P

(iv)ALT+F4

(v) CTRL+HOME

(vi) F7

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Instructions

1. Answer any three questions in this section
2. Marks will be awarded for both content and clarity of expression
3. Create a folder on the Desktop and name it using your index number. Save all your practical work in this folder.
4. Time allowed: 2 hours and 30 minutes.

**SECTION B: (75 MARKS)**

**QUESTION 1**

1. A Company uses Excel to store salary information. Create the following sheet and do

 any calculations indicated below  **(5 marks)**

# NAME GROSS SALARY TAX NET SALARY

Abel 32500

Alexander 25000

Blanks 30000

Catherine 25000

Steve 75000

Janc 90000

Edwards 45000

Diamond 45000

Davis 90000

1. Given that the Tax=25% of the Gross Salary, calculate the value for

 Tax and Net salary for all the employees. **(4marks)**

1. Sort the above records in ascending order by making use of the Name column. **(3marks)**
2. Filter those records having names starting with ‘A’. **(3marks)**
3. Draw a Bar graph to represent your data. Insert a legend and all Titles **(4marks)**
4. Format the values in Comma Style. **(3marks)**
5. Save the file as **Expract1**.  **(3marks)**

**QUESTION 2**

The spreadsheet below shows the details about some items for an individual.

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1. Create a new Excel spreadsheet and enter the data exactly as it appears above.**(8 Marks)**
2. Type **Date** in cell C3 and make it **bold**.  **(2 Marks)**
3. Use the function to insert **date** in cell D3. **(2 Marks)**
4. Type **Total** in cell A11, **Maximum** in cell A12, **Minimum** in cell A13 and **Average** in cell A14. **(4 Marks)**
5. Use the relevant functions to calculate **Total** in cell D11, **Maximum** in cell D12, **Minimum** in cell D13 and **Average** in cell D14.  **(8 Marks)**
6. Save the worksheet as **Report on Items**.  **(1 Mark)**

**QUESTION THREE (25 MARKS)**

Prepare the following worksheet, which represents the stock records of Miami

ENTERPRISES LTD for the month of May. Save it as **Miami.** **(5 marks)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ITCODE | PROD | QUANT | BPRICE | SPRICE | TBPRICE | TSPRICE | DISCALL | VAT | NTPRICE | PROFIT |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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1. Enter at least ten relevant records of your choice in the following fields: Item code, Product,

Quantity, Buying price (Bprice) and Selling price (Sprice), Compute the following as per

the formula or condition given**. (12 marks)**

* 1. Tsprice = Sprice x Quantity
	2. Tbprice = Bprice x Quantity
	3. Discall = 2.3% of Tsprice
	4. VAT = 8% of the buying price(Bprice)
	5. Nprice =Tsprice-(VAT+Discall)
	6. Profit = Nprice – Tbprice
1. Compute the total profit or loss made during the month. **(3 marks)**
2. Format the worksheet to have all the currency values in two decimal places and

Kshs sign. Using patterns, borders, fonts, and alignment commands on format-cells make

the worksheet to look as presentable as possible. **(5 marks)**

**QUESTION FOUR (25 MARKS)**

The table below shows part of a spreadsheet that is used by a company that employs salespersons. In addition to the basic salary each receives a commission of 20% on goods sold. All four are taxed at a rate of 15 %. Save work as **QUESTION FOUR**



* + - 1. Prepare a worksheet to hold the data **(10 marks)**
			2. Calculate the employee’s commission. Write the formula that returns Edgar’s

 Commission **(2 marks)**

1. Calculate the employee’s Gross pay. Write the formula that returns Sheila’s Gross **(4 marks)**
2. Calculate net income for each employee. Write the formula that computes Wallace Net Income

**(5 marks)**

1. Generate a pie chart that shows the share of each employee’s Net Income only. **(4 mark**