

SIMPLE SPREADSHEET QUIZ

Andrew, Jane, David and Zablon had tea, sausages and bananas for breakfast. They took one sausage, two sausages, three sausages and one sausage respectively. In addition, they each took a cup of tea and two bananas. Tea, sausages and bananas cost Ksh. 10, 15, and 5 respectively.

- a) Construct a worksheet showing the above information. Save it as **exam1**. (10 marks)

- b) State the expression you would use:
 - a. To obtain the total expenditure by David. (5 marks)
 - b. To obtain the total number of sausages taken. (3 marks)
 - c. To indicate the person who had the least expenditure. (3 marks)

- c) Explain the procedure for showing only the persons who bought ≥ 2 sausages. (4 marks)

OBJECTIVES:

At the end of this exercise, the learner should be able to:

- a) Interpret and append raw data into the worksheet
- b) Perform basic calculations like addition, subtraction and product in a spreadsheet
- c) Be able to filter data in a spreadsheet