

2. The table below shows a section of St. Peters Nyakiogirio fee payment by the students.

Adm. No.	Date	Student's Name	Fee paid	Fees balance
2960	3/5/2009	Nelson Mokaya	2000	
2836	3/5/2009	Ernest Mwangi	2000	
2853	3/5/2009	Joseph Motari	4000	
2910	3/5/2009	Peter Oluoch	2500	
2913	4/5/2009	Josephat Kimutai	3000	
2921	4/5/2009	Teresia Okinyi	2000	
2934	4/5/2009	Mary Njoroge	6000	
2963	5/5/2009	John Karioki	1000	
2975	5/5/2009	Florence Kiyaka	2900	
2836	5/5/2009	Chripus Kiamba	6500	
3000	6/5/2009	Joseph Motari	5000	
2934	6/5/2009	Shem Omwega	2000	
3010	6/5/2009	John Karioki	1200	
3001	7/5/2009	Alfred Matoke	2000	
2836	7/5/2009	Benjamin Okioga	2200	
2934	7/5/2009	Joseph Motari	2000	
2931	8/5/2009	John Karioki	4000	
3001	9/5/2009	Mary Njoroge	2600	
2836	9/5/2009	Benjamin okioga	2000	

- a) Using a spreadsheet package, enter the information given in the table into a work sheet and rename the worksheet as FEEENTRY
Save the workbook as A:\QSS (12mks)
- b) Copy the worksheet and paste it in sheet 2. Rename the worksheet as Total (4mks)

- c) Format the column headers so that they are aligned at 45° and bold them. Let the figures in thousands be separated by a comma and format the figures so that they read Ksh. (6mks)
- d) Sort the file in alphabetical order and using a function determine the total amount paid by each student for this month. (14mks)
- e) Filter the database above to show the names of those students whose names start with J. copy the list and paste it in sheet three. Rename the sheet to THEJS. (5mks)
- f) Find a list of all the students who have paid a fee of more than 5000. Paste them in a new sheet and rename the sheet as Tostay. (2mks)
- g) Using a formula, find the fee balance for each student as per the end of this month given that the total fee is 17,000 (3mks)
- h) Print the workbook (4mks)