

2. Green Company is a company dealing with the collection and payment of tea farmers. Assuming you are working for the Company and you have been given the following data

Zone	Farmer's No	Name	Green leaves delivered in (Kg)	Gross Pay	Transport Cost	Co-op Deductions	Net Pay
A	142	William Kiyapi	1253				
B	143	Festus Gichui	2563				
B	144	Mirui Maye	4523				
B	145	Kirwa Keter	1023				
A	146	Benjamin Sego	8563				
C	148	Sheila Bungei	4123				
C	149	Nancy Maru	5236				
A	150	Kariuki Thige	8963				
C	151	Polycap Onyango	12356				

atikaschool.org
sales@manyamfranchise.com [0728 450 425]

- a) Enter the data shown above into a spreadsheet giving it an appropriate title (centered) and save the workbook as Mock 1. And rename the worksheet as Entries (10mks)
- b) Copy the data to a new worksheet and enter details of farmer Mike Rua of Zone A No 147 with green leaf 4, 5632 Kg was left out insert the details in the appropriate row. (1mk)
- c) Insert borders after every cell and every row. (2mks)
- d) Use a function to calculate the gross pay for Farmer No 142 given that the price of green leaves is Sh.14.00 per kg (3mks)
- e) Copy the formula for gross pay across the column to calculate the gross pay for all the farmers (2mks)
- f) Use if function to Calculate transport cost for all farmers given that transport is charged per Kg as follows (5mks)

Zone	Price per Kg
A	1.00
B	1.50
C	2.00

- g) Insert the value 20% in cell E14. Using absolute cell referencing calculate co-op deductions given that the co-op deduction is 20% of the cost. (4mks)
- h) Using a function calculate the net pay given that Net pay is Gross pay — Transport cost and co-op deductions. (4mks)
- i) Format the columns containing currency values to currency with 2 decimal places and prefix Ksh. Rename the worksheet net pay and save it as Mock 2 (3mks)
- j) Arrange the records are ascending order of the zone (2mks)
- k) Use subtotals function to calculate subtotals for green leaves delivered, gross pay and net pay fro each zone. (3mks)
- l) Create an embedded pie chart showing the total Green leaf for each zone the chart should have the following details save it as Mock 3 (5mks)
- Chart title Zone Total Gran leaf
 - Legend Position Right
- m) Print Mock 1, Mock 2, and Mock 3 in landscape orientation. (6mks)