

2. The owner of a small contracting firm has 12 employees, categorized as skilled. Each worker is contracted to work a 40 hour week at a set rate and for time worked above 40 hours is paid an overtime rate of 1.5 times the regular rate. The set rate for a skilled worker gets \$ 30 per hour. The rates of pay are subject to change overtime. The names of employees, category and total number of hours worked for four weeks for the month of July are shown in the table.

EMPLOYEE	CATEGORY	HOURS WORKED			
		WEEK1	WEEK 2	WEEK	WEEK 4
JASON AGARD	SKILLED	45	56	45	40
RALF BROWN	SKILLED	56	45	50	68
ANSLEM DOUGLAS	SKILLED	40	45	40	55
BRIAN DESPOT	SKILLED	40	40	45	56
LARRY JAMES	SKILLED	40	40	56	60
ROLSTON GRANGER	SKILLED	35	40	67	40
RUDY MARAJ	SKILLED	40	55	43	55
GERRY PERKER	SKILLED	56	45	76	45
RICHARD BOBART	SKILLED	65	45	45	57
LUKE THOMPSON	SKILLED	70	45	34	45
MOSES FREDRICK	SKILLED	30	40	56	35
VERNON JOHNSON	SKILLED	40	40	64	62

- (a) Open a workbook and save it' your name and index number (2marks)
- (b) Rename sheet 1 as employees records. (1mark)
- (c) Enter the data given in to this sheet (20 marks)
- (d) Create a worksheet that will show for each employee:-
  - I. The name, category, weekly number of hours worked (2marks)
  - II. Weekly salary (2marks)
  - III. Total hours worked for each employee. (2marks)
- (e) Save the worksheet as weekly records (1mark)
- (f) Copy weekly records to sheet,2,the worksheet should show:-
  - I. The total salary for each employee for the, month (2marks)
  - II. The average weekly salary (2marks)
  - III. The maximum and minimum salary for the week (3marks)
- (g) Format the salary with "\$" and two decimal places. (3marks)
- (h) Format the worksheet so that all column labels are centre - justified. (2marks)
- (i) Save the Worksheet as "July wages" (2marks).
- (j) Prepare an appropriately labeled bar graph to show the monthly salary wages for the month. Save the graph as an object in "weekly records" (4marks) .
- (k) Print your worksheets, July wages, and weekly records" (2marks)