

Question 1

Mr. Otiende decided to keep track of his personal expenses at beginning of the year. The table below shows his monthly budget and the actual expenditure during the first four months.

- (a) Use a spreadsheet program to store the information and save it as A:\Personal Expenses. (15mks)

1	Personal Expenses Analysis						
2							
3		<u>Monthly</u>					
4		<u>Budget</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	
5							
6	Rent	5400	5650	5780	6310	6430	
7	Food	3500	3500	3500	3500	3500	
8	Clothing	1700	1600	1936	1778	1927	
9	Transport	1000	987	1003	1108	1252	
10	Entertainment	2000	1974	2224	2274	2296	
11	Miscellaneous	1500	1698	1809	1842	1826	
12	Electricity	1000	850	1150	1000	1000	
13	Telephone	1200	1000	1250	920	1100	
14							

- (b) (i) Type a new title “Total” in G3 and “Expenses” in G4. Use a formula to calculate the total expenses for each category during the four months. (4mks)
- (ii) Add the title “Total” in H3 and “Budget” in H4 and use an appropriate formula to calculate the total budget per month for each category of expenses. (2mks)
- (iii) Insert a custom footer left “Otiende’s”, center “Personal” right “Expenses”. Bold and italics. (2mks)
- (iv) Center the main title across the cells, size 14 and double underline. (2mks)
- (v) Save the file as A:\Personal Expenses 1. (1mk)
- (c) Add a new title “Budget Deficit” after column H and calculate the budget deficit per month. (2mks)
- (d) Type a row header “Total” in A15 and obtain the totals for Monthly Budget, expenses for each month, total expenses, total budgeted and Budget Deficit. (4mks)
- (e) Use a function in I15 to count the number of categories whose total budget is equal to the expenses. (1mk)
- (f) Format all the figures with a thousand separators. (1mk)
- (g) Using an appropriate formula in column J to indicate categories with a budget DEFICIT, SURPLUS or NIL. Type “Deviation Report” as the column title. (3mks)
- (h) Use a bar chart to compare the total expenses per category and the budget. Include relevant chart titles and place the chart on its own worksheet. (8mks)
- (i) Save the file as A:\Personal Expenses 2. (1mk)
- (j) Print Personal Expenses, Personal Expenses 1, Personal Expenses 2 and the chart. (4mks)