

2. The following is a worksheet extracted from business join vendors. They have come together to do a business of selling computer accessories.

**JOIN VENDORS**

Names	Cost	Sales	Gross profit	Expenditure	Reserves	Net profit	Remarks
Benson Kirui	700	350		450			
Momanyi John	400	700		50			
Ndege James	200	950		250			
Bethwel Tembur	300	650		300			
Amos Kimeu	100	300		100			
Korir Josphat	400	550		50			
Danson Omweri	650	600		40			
Nyagwara Charle	555	885		55			
Kones Kelvin	250	850		70			
Lenny Kariuki	500	360		54			
AlfredMobisa	700	350		45			
Omar Hassan	900	1000		180			
Ocholla Fred	850	950		25			
Viction Areba	110	700		50			
Jack Kernel	350	800		150			

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Additional information

- (i) Reserves is 10% of Gross profit.
- (ii) Net profit = Gross profit - (Expenditure + Reserves)
- (a) Create a workbook and enter the details as above. Save as Vendor (20mks)
- (b) Keep the title of the workbook to be JOIN VENDORS and format it to be bold, font size 14 and align at 45° (3mks)
- (c) Format the figures in sale column to 2 decimal places. (2mks)
- (d) Use appropriate formulae/function to calculate:
- (i) Gross profit for each member (3mks)
  - (ii) Reserves for each member (3mks)
  - (iii) Net profit for each member (3mks)
- (e) Use “IF function” and net profit to analyse the vendors, taking the following remarks: (6mks)
- (i) If net profit  $\geq 500$ , then “V.good vendor”
  - (ii) If net profit  $> 400$ , then “Good vendor”
  - (iii) If net profit  $\leq 300$ , then “Dormant vendor”
- (f) Use names of the vendor and cost to insert line graph, keep the title of the graph to be PRODUCTIVE ANALYSIS, format it and place it in a separate sheet (6mks)
- (g) Print the “JOIN VENDOR” and “PRODUCTIVE ANALYSIS” chart (4mks)