Question 1

The following is an extract of sales from a XYZ import company in dollars ($)

Figure 1

	A	B	C	D	E	F	G	H	I
1	TOWN	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG
2	WAJIR	43	38	16	33	43	26	32	36
3	VOI	14	26	22.5	7.3	26	31	16	24
4	MERU	16	19	29	33	41	21	17	15
5	BONDO	18	34	17	41	36	41	18	16
6	UGUNJA	22	25	28	36	24	36	19	18

(a) Type the data as it is and save as XYZ import.   (7mks)

(b) (i)   Insert two blank rows at the top of the worksheet and type the heading "XYZ IMPORT
            COMPANY SALES REPORT 2008" in the first blank row.   (3mks)

     (ii)   Type the heading "SALES IN KSHS" into cell B10.   (1 mk)

     (iii) Merge the cells containing each of the headings.   (4mks)

c)   (i)   Copy the names of the Towns into cells Al3 down the column.   (3mks)

     (ii)   Copy the months of the year Jan, Feb, March…..Aug into cells B12 along the row.

                                                                                                                              (4 mks)

d)   Type 65½ in cell B20 convert all the sales in dollars to KSHS using the rate of 65½ as
     typed in cell B2O 1$ =65 ½ KSHS.   (11mks)

e)   (i)   Compute the average sales for each towns in both KSHS and dollars.   (5mks)

     (ii)   Convert average sales to two decimal places.   (2 mks)

     (iii) Save the worksheet as SALES ALL   (1 mk)

f)   Create a pie chart showing towns and average sales in KSHS.   (5 mks)

g)   SALES ALL, XYZ import, PIECHART.   (2mks)