

QUESTION FOUR (25 MARKS)

1. Below are statistics for the last quarter for Sweet bread Bakeries

Item	Number bough in	Cost Each Ksh	Selling Price	No sold
Tea	300	2.00	5.0	300
Mug	100	.025	1.50	50
Doll	300	3.00	6.00	266
Apron	200	1.50	5.50	189
Sunglass	100	2.00	4.15	21
Teddy bear	200	4.50	8.99	148
Chocolate	150	2.99	5.45	145
Key holder	300	0.25	1.99	259

Required

- i. Create a spreadsheet to hold the above data, add an appropriate title **(10marks)**
- ii. Include a column that shows the number of unsold figures **(4marks)**
- iii. Add a column that shows the potential profit available for each individual item **(5marks)**
- iv. Add a column for the actual profit for each item **(5marks)**
- v. Save as Bakeries.xls **(1mark)**