2. Employees of Sunshine Company are paid salaries which comprise of Basic salary, house allowance and medical allowances. The gross salary of each employee is calculated as the total of the three payment categories.

Below is a list of allowances and basic salaries for ten employees in the month of July 2003.

	MEDICAL ALLOWANCE	**HOUSE ALLOWANCE**	**BASIC SALARY**
MURTAZA	5,000	10,000	20,000
WASIM	3,000	8,000	16,000
MWANGI	3,500	8,000	16,000
ISHO	6,000	12,000	25,000
MITESH	2,500	6,500	12,000
MITHEU	2,500	6,500	12,000
KRISHNA	7,000	15,000	30,000
MBUGUA	3,500	8,000	16,000
KASOO	3,500	8,000	16,000
SARU	3,500	8,000	16,000

a) Using the above information, design an appropriate spreadsheet and enter the given sample data. Give the spreadsheet an appropriate title and save at MOCK_1.   (12marks)

b) Calculate the gross salary for each employee. Label it appropriately on the spreadsheet. Write the formular used for Saru's gross salary, on the sheet provided.   (6marks).

c) Fatuma Ndeche joined the company at management level and was paid 20% Basic salary more than Krishna was paid. If her medical allowance and house allowance was calculated at 30% and 50% of her basic salary respectively. Calculate and fill a record for Fatuma Ndeche on the spreadsheet. Write the formulae used on the answer sheet provided. Save the spreadsheet as MOCK _2   (6marks)

d) Calculate the average of basic, house allowance and medical allowance for the employees. Label these averages appropriately and write the formula used to calculate the average for basic salary on the answer sheet provided. Save the spreadsheet as MOCK_3.   (7marks)

e) Count all the employees whose house allowance is above Kshs. 10,000 and place your results in an empty cell. Label the result appropriately. Write the formula used on the answer sheet provided (6marks)

f) The company would like you to help them sort out the employees in the management from others. By labeling a column STATUS, generate the appropriate status for each employee given that those who earn a basic salary above Kshs. 20,000 are in the management while others are uniosable. Write on the answer sheet provided the function you used for Krishna. Save the spreadsheet as MOCK_4. (6marks)

g) Plot a line graph of employees against gross salary. Add a title, axes and a legend. Save the graph as MOCK_5.   (5marks)

h) Print MOCK_1, MOCK_2, MOCK_4 and MOCK_5.   (2marks)