

2. Excel

- a) Create a workbook and saving as vendor (20 marks)
- b) Show workbook title as PARTNERS VENDORS. To be bold, font size 14 and align at 45° (3 marks)
- c) Sales figures in 2 decimal places (2 marks)
- d) Formulae/function to calculate:
 - i) Gross profit for each member. (3 marks)
 - ii) Reserves for each member (3 marks)
 - iii) Net profit for each member (3 marks)
- e) IF function to display remarks
 - i) If net profit \geq 500, then 'V. good vendor' (2 marks)
 - ii) If net profit $>$ 400, then 'good vendor'(2 marks)
 - iii) If net profit \leq 300, then 'dormant vendor'(2 marks)
- f) Generating line graph with vendor name and cost and title as PRODUCTIVE ANALYSIS as in the separate sheet.
Check the type of graph and proper labelling (6 marks)
- g) Printing 'PARTNERS VENDOR' and 'PRODUCTIVE ANALYSIS' (4 marks)