

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

PARTNERS VENDORS

Names	Cost	Sales	Gross profit	Expenditure	Reserves	Net profit	Remarks
Samson Too	700	350		450			
Victor Onyango	400	700		50			
James Ahenda	200	950		250			
Peter Kimaiyo	300	650		300			
Alice Visaho	100	300		100			
Salome Nyarago	400	550		50			
Joseph Opiyo	650	600		40			
Sonia Wambui	555	885		55			
Mary Wayudo	250	850		70			
Leah Wanjera	500	360		54			
Joy Maelo	700	350		45			
Mohammed Dida	900	1000		180			
Kevin Momanyi	850	950		25			
Michael Karanja	110	700		50			
Hilda Njeri	350	800		150			

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 (20 marks)
 - b) Keep the title of the workbook to be PARTNER’S VENDORS and format it to be bold, font size 14 and align at 45°. (3 marks)
 - c) Format the figures in sale column to 2 decimal places. (2 marks)
 - d) Use appropriate 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) Use ‘IF function’ and net profit to analyse the vendors, taking the following remarks: (6 marks)
 - i) If net profit >= 500, then ‘V. good vendor’
 - ii) If net profit > 400, then ‘Good vendor’
 - iii) If net profit <= 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. (5 marks)
 - g) Print the ‘PARTNER’S VENDOR’ and ‘PRODUCTIVE ANALYSIS’ chart. (4 marks)