1. a. Kibos holding company limited has given you the details below to be used in calculating expenses incurred during two quarters of the year as indicated. Use a spreadsheet package to enter the details, and save your work as Expenses 1 (20 Marks)

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | **KIBOS HOLDINGS COMPANY LIMITED** | | | | | | |
| 2 | **P. O. BOX 23625 BOMET** | | | | | | |
| 3 | | **First Quarter** | | | **Second Quarter** | | |
| 4 | | **January** | **February** | **March** | **April** | **May** | **June** |
| 5 | Production Cost | 15642 | 14687 | 18741 | 19457 | 15412 | 15441 |
| 6 | Transportation | 1564 | 1469 | 1874 | 1946 | 1541 | 1544 |
| 7 | Warehousing | 1125 | 1056 | 1347 | 1398 | 1107 | 1109 |
| 8 | Promotion | 2564 | 2407 | 3071 | 3188 | 2525 | 2530 |
| 9 | Salary | 4525 | 4248 | 5420 | 5626 | 4456 | 4465 |

b. (i) Copy the details of kibos holding company limited to sheet 2 of your worksheet (2 marks)

(ii) Add a column called "Total" and calculate the Total production cost of the two
Quarters. (4 marks)

(iii) Use relative referencing to calculate the total for the other expenses (4 marks)

c. (i) Calculate the total expenses for each month so as to give the results as
"Total expenses" on row 10 (4 marks)

(ii) On the paper provided write the formula used to calculate the expenses
For the month of April (2 marks)

d. (i) Use **absolute referencing** to calculate the cumulative total expenses for the
two quarters in cell H10 (4 marks)

(ii) Write the formula used to get the cumulative total on the paper provided (2 marks)

(iii) Calculate the percentage of total expenses of the respective months and
Display the results on row 11 as "percentage of total expenses" (4 marks)

(iv) Write the formulae used to get the percentage of May (2 marks)

(v) Draw a line graph to illustrate the percentage of the total expenses for the
Six months indicating the months. Save your work as Expenses 2 (11 marks)

(iv) Print Expenses 1 and Expenses 2 (2 marks)