

Question Two

a) Prepare the following spreadsheet and save it as **A:\Budget.xls**

(6 Mks) *BND*

	A	B	C	D	E	F
1	Serial	Item	Category	Buying	Selling	
2	01	Sukumawiki	D	3,000.00	3,900.00	
3	02	Tomatoes	C	3,706.00	4,817.80	
4	03	Onion	D	5,220.00	2,886.00	
5	04	Milk	A	3,100.00	4,030.00	
6	05	Potatoe	A	4,900.00	6,370.00	
7	06	Bread	B	12,800.00	12,818.00	
8	07	Matchbox	D	4,356.00	3,062.80	
9	08	Margarine	C	8,745.00	11,368.50	
10	09	Jam	F	2,346.00	3,049.80	
11	10	Cooking Oil	G	4,004.00	5,205.20	
12		Total				
13						
14						

- b) Copy all the data above to sheet 2 and sheet 3 of your workbook **(2 Mks) *BND***
 c) Rename sheet 1 to "**original**"; sheet 2 to "**filters**" and sheet 3 to "**subtotals**" **(3 Mks) *BND***
 d) Using formulas on "**original**", calculate in the appropriate cells, the amounts spent on **buying** all the items and the money obtained from the **sales** **(2 Mks) *BND***
 e) Include a column named **comment** and use the **IF function** to fill it with either the word "**Profit**", "**Flat**" or "**Loss**" depending on whether the item fetched a profit, was sold at the same rate (as buying) or a loss was incurred. **(5 Mks) *BND***
 f) On the "**Filters**" sheet, filter the data so that only those items of **category D** that fetched profits are displayed **(3 Mks) *BND***
 g) On the "**Subtotals**" sheet, generate **subtotals** as follows: **(4 Mks) *BND***

	A	B	C	D	E	F	G
1	Serial	Item	Category	Buying	Selling		
2	04	Milk	A	3,100.00	4,030.00	Profit	
3	05	Potatoe	A	4,900.00	6,370.00	Profit	
4			A Total	8,000.00	10,400.00		
5	06	Bread	B	12,800.00	12,818.00	Profit	
6			B Total	12,800.00	12,818.00		
7	02	Tomatoes	C	3,706.00	4,817.80	Profit	
8	08	Margarine	C	8,745.00	11,368.50	Profit	
9			C Total	12,451.00	16,186.30		
10	01	Sukumawiki	D	3,000.00	3,900.00	Profit	
11	03	Onion	D	5,220.00	2,886.00	Loss	
12	07	Matchbox	D	4,356.00	3,062.80	Loss	
13			D Total	12,576.00	9,848.80		
14	09	Jam	F	2,346.00	3,049.80	Profit	
15			F Total	2,346.00	3,049.80		
16	10	Cooking Oil	G	4,004.00	5,205.20	Profit	
17			G Total	4,004.00	5,205.20		
18		Total		100,350.00	109,811.00		
19			Grand Tot	152,527.00	167,319.10		
20							