

### Question 1

The following is an extract of sales from a XYZ import company in dollars (\$)

Figure 1

	A	B	C	D	E	F	G	H	I
1	TOWN	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG
2	WAJIR	43	38	16	33	43	26	32	36
3	VOI	14	26	22.5	7.3	26	31	16	24
4	MERU	16	19	29	33	41	21	17	15
5	BONDO	18	34	17	41	36	41	18	16
6	UGUNJA	22	25	28	36	24	36	19	18

- (a) Type the data as it is and save as XYZ import. (7mks)
- (b) (i) Insert two blank rows at the top of the worksheet and type the heading “XYZ IMPORT COMPANY SALES REPORT 2008” in the first blank row. (3mks)
- (ii) Type the heading “SALES IN KSHS” into cell B10. (1mk)
- (iii) Merge the cells containing each of the headings. (4mks)
- c) (i) Copy the names of the Towns into cells A13 down the column. (3mks)
- (ii) Copy the months of the year Jan, Feb, March ..... Aug into cells B12 along the row. (4 mks)
- d) Type  $65\frac{1}{2}$  in cell B20 convert all the sales in dollars to KSHS using the rate of  $65\frac{1}{2}$  as typed in cell B20  $1\$ = 65\frac{1}{2}$  KSHS. (11mks)
- e) (i) Compute the average sales for each towns in both KSHS and dollars. (5mks)
- (ii) Convert average sales to two decimal places. (2 mks)
- (iii) Save the worksheet as SALES ALL. (1mk)
- f) Create a pie chart showing towns and average sales in KSHS. (5 mks)
- g) Print SALES ALL, XYZ import, PIECHART. (2mks)