

2. The worksheet below is an extract from a business activity.

Item Code	Date	Receipt no.	SUPPLIER	Cost	VAT	Total
1200	12/7/90	2142	Chemoluk	1245.00		
1204	10/7/90	2681	Mara suppliers	2004.00		
1205	11/7/90	2572	Kugo industries	1515.75		
1201	12/7/90	2146	Patel garage	1674.25		
1206	8/7/90	2672	Chemoluk	1756.20		
1208	11/7/90	2524	Mara suppliers	1674.20		
1207	10/7/90	800	Mara suppliers	3240.00		
1209	9/7/90	2672	Inform products	3658.40		
1202	11/7/90	2572	Lulusik transporters	126.00		
1203	15/7/90	2681	Kugo	2705.72		

- (a) **Create** a workbook to store the information and save as transactions 1. (10mks)
- (b) (i) **Work out** the VAT given that is 15% of the actual cost. **Write** the formula used in the space provided. (6mks)
- (ii) **Calculate** the total given that $\text{Total} = \text{Sum} + \text{Cost Value}$. (4mks)
- (c) **Format** the total value to 2 decimal places and save your work as transactions 2. (2mks)
- (d) **Extract** a list of all records supplied by “Mara suppliers” and paste them to sheet 2. **Rename** the sheet as “By Choice”. (2mks)
- (e) Using auto-filter **extract** records whose receipt No. was written on 11/7/90 and paste them to a sheet 3. (4mks)
- (f) **Sort** the worksheet in descending order of the total column and store it as transaction 3. (6mks)
- (g) **Create** a column called percentage and **calculate** the percentage of VAT against the total and display the result in the percentage column. Save your works sheet as transaction 4 (8mks)
- (h) **Print** transaction 1, transaction2, transaction 3 and transaction 4. (4mks)

3. Use the following information to answer the questions that follows:

Student Name	Date of Birth	Fee Balance	Adm. No	Address
1. Kibet Rop	23/07/79	15,000/=	4017	81 Bomet
2. Steve Bett	03/04/80	7,000/=	4319	31 Mulot
3. Selly Kirui	12/09/80	3,000/=	3982	40 Kericho
4. George Langat	28/01/01	11,000/=	4009	38 Sotik
5. Betty Tele	17/05/81	8,000/=	4422	230 Kisii
6. Wilson Siele	23/06/82	6,000/=	4200	121 Narok
7. Seila Koech	30/12/82	1,000/=	4070	73 Nakuru
8. Mary Chebet	08/4/83	17,000/=	4222	32 Soimet

- (a) (i) **Create** a database called ADMISSIONS and within it prepare a table called **students** containing the above information. (12mks)
- (ii) Set an appropriate primary key. (4mks)
- (b) In your table under the field of fee balance sort your data in **ascending** order and save as sortable. (4mks)
- (c) **Create** a query from your table and carry out the following:
- (i) Set a criteria to show students with a fee balance **less than 8,500/=** (6mks)
- (ii) Set a criteria to show students names starting with letter **S**. (6mks)
- (d) **Create** a form called **records** that shows all fields from the above table. (6mks)
- (e) **Create** a tabular report from the student's table. (8mks)