

2. A firm in Nairobi provides computer spare parts to its customers. The firm wishes to work out the pay details for its employees and present a report.

NAME	YEARS WORKED	BASIC PAY	DEPARTMENT	SALES	HOURS OF OVERTIME	MILEAGE
JOHN	9	14,000	ADMIN	16,000	10	120000
BILLY	23	18,000	SALES	25,000	11	130000
LILLY	5	7,000	MARKETING	22,000	12	112000
EVANS	17	18,000	SALES	12,000	15	134200
GIDEON	18	16,000	ACCOUNTS	11,000	22	123000
HUMPHREY	3	25,000	ADMIN	30,000	12	10200
CEDRIC	11	19,000	SALES	35,000	33	132000
ALVAN	15	15,000	MARKETTING	14,000	14	112000
PENINA	11	23,000	ADMIN	25,000	0	12000
STEVE	8	17,000	ACCOUNT	14,000	7	154000

(a) Using the information above, design an appropriate spreadsheet and enter the given data, give it a suitable title. Save as **FIRM1** (14mks)

(b) (i) Calculate the total sales and total mileage and label them accordingly. (6mks)

(ii) The employee's sales commission is calculated as 11% of the employee's sales. Input this commission rate in cell C20 and label it appropriately. (6mks)

(iii) Insert a new column labeled 'Sales commission' between 'sales' and 'hours of overtime'. (2mks)

(iv) Create a formulae to give the amount of sales commission by making references to sales commission cell. (4mks)

(v) Copy the formulae to get the sales commission for all the other employees and save as **FIRM2**. (3mks)

(c) (i) Convert the basic pay and sales to two decimal places. (3mks)

(ii) Use the IF function to put the remark 'GOOD' in a new column labeled REMARK for only those employees whose sales is greater than 22,000. (6mks)

(iii) Apply a double line border to the whole worksheet. Save as **FIRM3**. (3mks)

(d) Print **FIRM1**, **FIRM2** and **FIRM3**. (3mks)