

MICROSOFT OFFICE PRACTICE QUESTIONS

QUESTION

- a) Create a spreadsheet with the following entries & save it as ENG1 [5 marks]:

ENGINEERS' SALARIES			
Engineer's Name	Hours worked	Rate per hour	Salary
Eng. Mudelwe	180	\$1000	
Eng. Bejera	300	\$2000	
Eng. Mudzuri	500	\$2500	
Eng. Muzawazi	200	\$1500	
Eng. Zhawari	300	\$2500	
Eng. Mutekede	120	\$2000	

Perform the following:

- bold & underline the title [2 marks]
 - make all heading bold [2 marks]
 - put borders on all entries of the sheet [2 marks]
 - Save the worksheet & print it. [1 mark]
- b) Given that $\text{salary} = \text{hours worked} \times \text{rate per hour}$, calculate the salary. [6 marks]
- c) Add the following Engineers to the worksheet: [2 marks]

Eng. Mavhunga	500 hours	\$3000 per hour
Eng. Bepete	600 hours	\$3500 per hour

- d) i) Calculate the total number of hours worked & the total amount paid to all the Engineers. [4 marks]
ii) Format rate per hour & salary to zero decimal point. [1 mark]
- e) Create a pie chart for the *Engineers' names & the hours worked* columns. The pie chart should have an appropriate title legend and each portion should show the percentage of hours accumulated by each Engineer. [5 marks]

Save the worksheet & print it.

- f) Show all **formulas** you have used in a new sheet, and save it as formulas. [10 marks]

*All your field names or cells must fit on one page otherwise marks will be deducted. Use your **print preview** regularly.*

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