## MICROSOFT OFFICE PRACTICE QUESTIONS

#### QUESTION

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

ENGI	DVIETE	182.50	S. A. II.	- A. 12.1	FS.

Engineer's Name	Hours worked	Rate per hour	Salary
Eng. Mudehwe	180	\$1000	1,102
Eng. Bejera	300	\$2000	
Eng. Mudzuri	500	\$2500	20.7
Eng. Muzawazi	200	\$1500	100
Eng. Zhawari	300	\$2500	
Eng. Mutekede	120	\$2000	200

Perform the following:

- a. bold & underline the title [2 marks]
- b. make all heading bold [2 marks]
- c. put borders on all entries of the sheet [ 2 marks]
- d. Save the worksheet & print it. [1 mark]
- Given that salary = hours worked multiplied by 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.

# **Ms Office Question In For Exam**

**Robert R. Redfield** 

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