MINISTRY OF EDUCATION, HERITAGE & ARTS 2021 WORKSHEET 5 YEAR 10 OFFICE TECHNOLOGY

Instructions:

Write all your answers in the activity book. Please do not write the questions.

Short Answer Questions

1. Use the MS Excel Window below to answer the questions that follow.

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A	В	С	D	E	F	G	н	I J	K
1 Expert Software C	ompnay								
2									
3 Salesperson	Total Sales	Base Salary	Commission	Total Sala	ary				
4 Adams John	\$ 98,000.00	\$ 35,000.00							
5 Barber Maryann	\$ 24,000.00	\$ 35,000.00							
6 Boone Dan	\$ 39,000.00	\$ 50,000.00							
7 Borow Jeff	\$ 56,000.00	\$ 35,000.00							
8 Brown James	\$ 81,000.00	\$ 50,000.00							
9 Carson Kit	\$ 17,000.00	\$ 50,000.00							
10 Coulter Sara	\$ 22,000.00	\$ 35,000.00							
11 Fegin Richard	\$ 72,000.00	\$ 35,000.00							
12 Ford Judd	\$ 64,000.00	\$ 35,000.00							
13 Glassman Kris	\$ 25,000.00	\$ 35,000.00							
14 Goodman Neil	\$ 70,000.00	\$ 50,000.00							
15 Milgrom Marion	\$ 11,000.00	\$ 50,000.00							
16 Moldof Adam	\$ 68,000.00	\$ 50,000.00							
17 Smith Adam	\$ 100,000.00	\$ 50,000.00							
18	-								
19		Average Total S	Salary						
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- (i) Explain how you will centre the heading: "Expert Software Company" across cells A1 to E1. (2 marks)
- (ii) The Commission is 4% of Sales. Write the formula to calculate Adams John Commission in cell D4. (2 marks)
- (iii)Total Salary is the sum of "Base Salary" and "Commission". What value will appear in cell E4 as Adams John Total Salary? (2 marks)
- (iv) Write the function in cell E19 to calculate the Average Total Salary. (2 marks)
- 2. Describe the "5R" Concept. (5 marks)