

**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.

Salesperson	Total Sales	Base Salary	Commission	Total Salary
Adams John	\$ 98,000.00	\$ 35,000.00		
Barber Maryann	\$ 24,000.00	\$ 35,000.00		
Boone Dan	\$ 39,000.00	\$ 50,000.00		
Borow Jeff	\$ 56,000.00	\$ 35,000.00		
Brown James	\$ 81,000.00	\$ 50,000.00		
Carson Kit	\$ 17,000.00	\$ 50,000.00		
Coulter Sara	\$ 22,000.00	\$ 35,000.00		
Fegin Richard	\$ 72,000.00	\$ 35,000.00		
Ford Judd	\$ 64,000.00	\$ 35,000.00		
Glassman Kris	\$ 25,000.00	\$ 35,000.00		
Goodman Neil	\$ 70,000.00	\$ 50,000.00		
Milgrom Marion	\$ 11,000.00	\$ 50,000.00		
Moldof Adam	\$ 68,000.00	\$ 50,000.00		
Smith Adam	\$ 100,000.00	\$ 50,000.00		
			Average Total Salary	
			Highest Total Salary	

- (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)**