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.

(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)**