



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

(A Constituent College of JKUAT)

Faculty of Engineering & Technology

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

CERTIFICATE IN INFORMATION TECHNOLOGY (CIT 2K 11)

EIT 1124: SPREADSHEETS

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: MAY/MAY 2012

TIME: 2 HOURS

Instructions to Candidates:

You should have the following for this examination

- *Answer Booklet*

This paper consist of **FIVE** questions

Answer any **THREE** questions. Question **ONE** is Compulsory

Maximum marks for each part of a question are as shown

This paper consists of **FOUR** printed pages

Question One (20 Marks)

- a) Explain the following terms as used in Ms Excel
- (i) Home
 - (ii) Cell-pointer
 - (iii) Function
 - (iv) Formula
- (4 marks)
- b) Explain briefly any **FOUR** general features of Electronic spreadsheets (4 marks)
- c) State any **FOUR** chart types used in Ms Excel to represent data (4 marks)
- d) Explain any **FOUR** advantages of using (8 marks)

Question Two (20 marks)

- a) Define the following terms (6 marks)
- (i) Cell pointer
 - (ii) Formular bar
 - (iii) Name box
 - (iv) Workbook
 - (v) Function
 - (vi) Text wrap
- b) Define spreadsheet and state **THREE** examples of electronic spreadsheets (4 marks)
- c) Explain any **FIVE** advantages of using electronic spreadsheets over manual spreadsheets (10 marks)

Question Three (20 marks)

USED CARS MOTOR BAZAAR
CAR SALES IN JULY 2005
(IN US \$)

MAKE: TOYOTA

	COROLLA	HIACE	CARIB	LEXUS	MARK II
COST PRICE	499.5	599.5	8995.0 0	14495.00	9995.00
DUMPING DUTY					
BASIC PRICE					
VAT					
PRICE INC. TAX					
NO. PLATES	187.50	187.50	187.50	187.50	187.50
PRICE ON ROAD					
MONTHLY SALES	17	20	16	18	12
TOTAL SALES					
GRAND TOTAL					
BEST SALE VALUE					
WORST SALE VALUE					

- a) Compute the dumping duty at 60% of the cost price (2 marks)
- b) Compute the basic price (i.e. cost price + dumping duty) (2 marks)
- c) Calculate VAT at 18% of basic price (2 marks)
- d) Calculate price inc.tax (i.e Basic Price +VAT) (2 marks)
- e) Calculate Price on Road (i.e. Prince inc. Tax + No. plate) (2 marks)
- f) Compute the Total sales (i.e. Price on road x monthly sales) (2 marks)
- g) Calculate the grand total (i.e. sum of total sales) (2 marks)
- h) Use the appropriate function to determine the best sale value (i.e. highest total sales value. (3 marks)
- i) Use the appropriate function to determine the worst sale value (i.e. lowest total sales value (3 marks)

Save as **AUTOBAZAAR**

Question Four (20 marks)

Musenangu has the following data in a spreadsheet

	A	B	C	D	F	G	G	I	J
1	TUFURAHY PAYROLL								
2	Employee Name	Hou rs	Rate	Basic Pay	Over Time	Total Pay	LOWE ST	HIGHE ST	DIFFERE NCE
3	Joyce	55	300						
4	Ali	65	250						
5	Onyango	60	850						
6	Viakwaeli	70	450						
7	Overtime Rate	20%							

- a) Show the formula used to determine the basic Pay for the first employee and use it to tabulate the remaining Employees' basic (3 marks)
- b) If employees worked for more than 60 hours they are given overtime shown as 20% of the basic pay. Show the formula used to determine the overtime in cell E4. (4 marks)
- c) Show the formula used to determine the total pay for the first employee and use it to tabulate the remaining Employees' basic (3 marks)
- d) Show the formula used to determine the lowest paid employee (3 marks)
- e) Show the formula used to determine the Lhighly paid employee (3 marks)
- f) Show the formula used to determine the difference in total pay for the first employee and the last (4 marks)

Question Five (20 marks)

a) Explain the following terms as used in Microsoft Excel

- (i) Cell-pointer
- (ii) Workbook
- (iii) Cell address

(6 marks)

		A	B	C	D	E	F	G
1	Names	EIT 2210	EIT 2201	ECT 2203	TOTAL	MEAN	MI N	MAX
2	John Mess	50	12	58				
3	Rully Jesse	27	14	25				
4	Simon Omondi	82	98	47				
5	Roy Joseph	78	32	65				
6	Rose Munao	63	56	98				

b) Using appropriate cell references (Absolute and Relative) give the formula/function for calculating:

- (i) The total score
- (ii) The average score
- (iii) The maximum score
- (iv) The minimum score
- (v) The total of the highest and lowest mark scored in EIT 2210
- (vi) The mean mark for ECT 2203

(14 marks)