**Q1)**

The data below represents day sales of a certain wholesale shop in Sultan Hamud. Enter the details into a worksheet using a spreadsheet package, and use it to answer the questions that follow.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Opening Stock** | **Closing Stock** | **Sold Items** | **Buying Price** | **Selling Price** |
| Sugar (bags) | 250 | 130 |   | 2,500 | 2,650 |
| Unga (ctn) | 340 | 120 |   | 400 | 450 |
| Salt (ctn) | 271 | 107 |   | 200 | 250 |
| Kimbo (ctn) | 300 | 210 |   | 1,150 | 1,200 |
| Blue band (ctn) | 250 | 30 |   | 220 | 265 |
| ***GRAND TOTAL*** |  |  |  |  |  |

1. **(a).** Adjust the columns to fit the contents.

**(b).** The heading row should be Size 12 and Bold. The rest should be size 10.

**(c).** Apply the borders around the table as shown.

**(d).** Insert two new columns after the column for Selling Price. Enter the titles ‘Total’ and

‘Profit’

**(e).** The column for the Totals should be Italic and shaded in blue.

**(f).** Position the contents in the totals column at the center of the cells.

**(g).** Add thousand separators where necessary, and set the number of decimal places to be zero.

1. **(a).** Calculate the number of items sold for each.

 **(d).** What was the profit gained in each group of items?

 **(e).** Calculate was the total profit the wholesale made that day.

 **(f).** Save the changes to your sheet.

1. Down the worksheet, create another table with the same contents and respond to the following:
	1. Show what would happen if the buying price of sugar was increased by 2 percent.
	2. Save the document as **Income and Expenditure**.

**Q2)**

You have been asked to analyse the rainfall pattern of a city called Mooncity. The following data, which shows the average weekly and monthly rainfall, has been provided.

**Table 1.**

Weekly Rainfall of Mooncity in mm.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MON | TUE | WED  | THUR  | FRI | SAT | SUN |
| 10 | 5 | 30 | 20 | 15 | 0 | 50 |

**Table 2.**

Monthly Rainfall of Mooncity in mm.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| 30 | 25 | 55 | 100 | 60 | 40 | 35 | 60 | 35 | 25 | 20 | 10 |

1. Enter Table 1 and Table 2 into Microsoft Excel and Save as **Mooncity**
2. Using the most appropriate formulas and functions,
3. Calculate the total rainfall for the week and the year respectively.
4. Find the lowest rainfall for the week and the year respectively.
5. Find the highest rainfall for the week and the year respectively.
6. Find the average rainfall for the week and the year respectively.
7. Create Header that includes date in the left section and Time in the right section.
8. Save the changes made to the worksheet.