

**INSTRUCTIONS:** All work MUST be saved in the student Folder with correct student Name and file name.

You are provided with the following data from **Kazo Investments Ltd.** Enter the data into an available spreadsheet and perform the required.

		KAZO INVESTMENTS UGANDA LTD					\$3500	0.3
SN	KI001	KI002	KI003	KI004	KI005	KI006	KI007	KI008
NAMES	Ticker	Reader	Ruler	Timer	Abacus	Charger	Enhancer	Powder
RECORD	144	164	240	098	120	141	284	198
B-SALES	100,100	200,100	150,200	162,000	143,500	167,000	173,500	121,110

**Required:**

- Enter the above in sheet1 and rename the sheet as RAW\_DATA. (03)
- Copy the data from sheet1 onto sheet2 with transpose in cell A1. (02)
- Rename sheet2 as CALC\_DATA16 and save the entire workbook as KAZO-MAIN 2016. (02)
- Using sheet2 perform the following:
  - Merge cells A2 – A7 and using word Art, insert KAZO INVESTMENTS LTD vertically downwards. (1½)
  - Insert a column between names and Record called SN-NAMES inclined at  $-85^0$  to the horizontal.(2)
  - Ensure that all B-SALES values have UGX symbol and a 1000<sup>th</sup> separator. (02)
  - In cell F1, type CONVERT, and in it convert the B-SALES values from shillings (UGX) to US dollars (\$) using cell A8. (02)
  - In cell G1, enter TAXED, and using cell A9, calculate the 0.3 tax remittance on all converted values. (02)
  - In cell H1, enter NETCOST, which is the obtained by a formula given by: *[Convert – Taxed] x Record*. (02)
  - In cell I1, enter CATEGORY at  $75^0$  and using the IF-function, determine the categories given that for any RECORD  $\geq 100$ , the category is “low”, for RECORD  $\geq 120$ , category is “MILD”, any RECORD  $\geq 140$ , the category is “HIGH”, otherwise put “EXTREME”. (03)
  - Using a formula based on RECORDS, determine the positions of the items in descending order. (2)
  - In appropriate cells, determine;
    - The lowest TAXED value (01)
    - The Highest COVERT value (01)
    - The Number of commodities being dealt in. (01)
  - Determine the totals of each of the following columns: RECORD, B-SALES, COVERT, TAXED, and NETCOST (@½)
  - What is the average B-SALES in US dollars? (01)
  - Plot the following graphs:
    - Line graph comparing TAXED and RECORDS against each SN. Save it as LG on sheet3.(2½)
    - A column graph showing TAXED against SN-NAMES. Save it as an object on sheet3. (1½).
    - A pie chart showing percentages of NETCOST of items. Save it as PIE on sheet4. (1½)