**MS-EXCEL.**

**5.** The table below shows records which were extracted from an Employee’s database of SEMEX SOAP WORKS LTD.

***Additional information:***

* Housing allowance= 5% of the Gross pay.
* Gross pay= Basic pay + Housing allowance.
* Net pay= Gross pay-(Tax + Insurance + any Bonuses).

***Bonus is calculated on the basis of the number of “Years in service” as follows:***

1. More than 5 years in service= 5% of Gross pay.
2. More than 10 years in service= 10% of Gross pay.
3. Over 15 years in service= 15% of Gross pay.

**Insurance is a flat rate of shs. 150,000=**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME | BASIC PAY | HOUSING | GROSS PAY | TAX | INSURANCE | YEARS IN SERVICE. |
| Kiberu Sam |  |  | 530,000 |  |  | 17 |
| Ssonko Emma |  |  | 786,000 |  |  | 3 |
| Ddumba Joseph |  |  | 455,000 |  |  | 10 |
| Kawum Steven |  |  | 564,000 |  |  | 5 |
| Muwanguzi David |  |  | 179,000 |  |  | 8 |
| Lukabwe Solomon |  |  | 399,000 |  |  | 19 |
| Nabayego Ritah |  |  | 650,000 |  |  | 3 |

a) Open any spreadsheet application and enter the above data.

b) Use appropriate formula to:

* calculate the housing allowance of all the employees.
* Determine the basic pay for all the employees.

c) Create 2 new columns and give them the following column titles respectively: (Bonus; Net pay).

d) Compute:

* the Bonus pay for all the employees.
* The Net pay for each employee.

e) Use a Function to determine the highest value of Bonus earned by the employees.

f) Format all the figures to 2 decimal places with a shilling sign for currency.

g) Make all headings bold and with a yellow shade in the background.

h) Save your work as “SALARY.Your name e.g. SALARY.JOHN

i) Print all your work.

END.