***MS-EXCEL.***

11. Below is a spreadsheet showing employees record “Blue Print Ltd in Mukono District”.

You are required to:

a) Open a suitable application program and enter the data below exactly as it appears maintaining the respective cell addresses.

b) Save it as “Absolute Day Book”.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | B | C | D | E | F | G | H | I | J |
| Blue Print Ltd Employees Records. | | | | | | | | | |
|  | **Name** | **Basic Pay.** | **Transport Allowance.** | **Night Duty Allowance** | **Gross Pay** | **Revenue Tax** | **Net Pay** | **Rank** | **Employee Category.** |
| 1 | Timothy | 800,000 | 4100 | 2000 |  |  |  |  |  |
| 2 | Titus | 600,000 | 6000 | 2000 |  |  |  |  |  |
| 3 | Theresa | 160,000 | 2500 | 2000 |  |  |  |  |  |
| 4 | Twaha | 120,000 | 9000 | 2000 |  |  |  |  |  |
| 5 | Swabulah | 150,000 | 10,000 | 2000 |  |  |  |  |  |
| 6 | Tibias | 200,000 | 5000 | 2000 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Revenue Tax= | | 10% |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

***Additional information:***

* Gross pay is equivalent of Basic pay plus Allowances.
* Net pay is a function of Gross pay minus Tax.

(i)Using absolute cell referencing, calculate the Revenue Tax for all employees having in mind that it is 10% of Basic pay.

(ii) Calculate the Gross pay.

(iii) Calculate the Net pay.

(iv) Determine the highest tax payer by use of a Function.

(v) Add the name Hood between Twaha and Swabulah. By use of Functions, determine his Gross pay, Revenue tax and Net pay.

(vi) Rank all the employees basing on their Basic pay.

(vii) All employees whose Revenue tax is less than 20,000= are categorized as ***“Form”*** while others are categorized as “***Substance***”. Use a simple IF Function to determine the category to which each of employees belongs.

END.