



UNIVERSITY OF NAIROBI

DEPARTMENT OF AGRICULTURE

INTRODUCTION TO COMPUTERS

ASSIGNMENT 1

Part A

- i. Using Microsoft Excel create a marking spreadsheet of a fictional class that meets the following guidelines, Student name, student ID assignment 1 out of 30, exam marked out of 70. Name this file "LABSEC-CCIDSpreadSheet.xls".
- ii. Create columns to calculate the percent for each raw mark
- iii. Insert a new column to the right of each "Raw Marks" column
- iv. Enter "Percent" in the column header of each new column
- v. In the "Percent" columns, create a formula that will calculate the first student's percentage for that assignment or exam (Raw Mark / Marked Out Of). Use relative and absolute cell referencing.
- vi. Copy the formula down the column so that it determines the percentage for each student.
- vii. Format each students' percentage to be displayed in percent format and to include one decimal place (e.g. 65.4% not 0.654).

Part B.

- i. use the data in excel labeled income.xls.,
- ii. Draw a graph indicating the income trends from the daily expense's worksheet.
- iii. Calculate the net income using the daily expenses worksheet.
- iv. Calculate the total income and total expenses using the daily expenses worksheet.
- v. Calculate the average income per month using the daily expenses worksheet.
- vi. Estimated income for 52 weeks using daily expenses worksheet.
- vii. From the income statement worksheet, draw a pie chart showing the relation of the various expenses to the total.