



**Bachelor of Information Technology (External) Degree**  
**University of Moratuwa**  
**ITE 1922 - ICT Applications**  
**Practical Exam**

**Time: 35 minutes**

**September 2021**

**SECTION 2 (25 marks)**

The spreadsheet *ExcelQuestion.xlsx* displays orders placed for different items sold by different branches by different companies. Each row of the sheet represents an order placed for each company.

By using the given information,

1. Download the file *ExcelQuestion.xlsx* and save it as *Your- Index – Number.xlsx*. You must save all your work in the file *Your – Index – Number.xlsx*. (1 mark)
2. Each company was given a discount. Calculate the “price after discount” for each order. *Note: consider units sold and unit price.* (2 marks)
3. If the shipping cost per unit is 0.5%, calculate the “shipping cost” of each order. (2 marks)
4. Calculate the “total payment” (price after discount and shipping cost). Format the numbers as *Currency* and set the values to 2 decimal places. (2 marks)
5. Sort the companies by order date, from the oldest to the newest. (2 marks)
6. Indicate the total payments greater than average using a suitable colour. (2 marks)
7. Add a new column as status at the end of the details. If the total payment by each company is greater than the average, label those orders as ‘*favourable*’. Otherwise, label them as ‘*unfavourable*’. (3 marks)
8. In Cell M2, mention the number of orders with a quantity between 40 (excluding) and 80 (including). (3 marks)
9. Insert a pivot table in a new worksheet showing the sum of total payments done for each product type based on the city. (4 marks)
10. Insert a pivot chart (**3-D chart**) in a new worksheet to display the sum of sales done for each product. (4 marks)

**Save and upload your document.**