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 both units sold and unit price.*   (2 marks)

3. If the shipping cost per unit is 0.2%, 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 company in ascending order.   (2 marks)

6. Indicate the bottom 10% of shipping cost using a suitable colour.   (2 marks)

7. Add a new column as status at the end of the details. If the shipping cost is bottom 10%, label those orders as *'Low'*. Otherwise, indicate *'High.*   (3 marks)

8. In Cell M8, mention the number of orders with shipping cost more than Rs. 90,000.   (3 marks)

9. Insert a pivot table in a new worksheet showing the count of orders done for each city based on the product type.   (4 marks)

10. Insert a pivot chart (**3-D chart**) in a new worksheet to display the count of orders done for each product.

                                                                                            (4 marks)

Save and upload your document.