

COURSE CODE : INT217
COURSE NAME : INTRODUCTION TO DATA MANAGEMENT

Read the following instructions carefully before attempting the question paper.

1. Attempt only the question allocated by neutral examiner out of all the given questions. If some other question is attempted by the candidate, it shall lead to cancellation of the examination.
2. Submit the question paper along with the answer sheet to the invigilator before leaving the examination hall/lab.
3. Fill all the details mentioned below very carefully in the space provided.

Q1

	A	B	C	D	E	F	G
1	Payroll						
2	Date:	1/1/2011					
3	EMPL Number	EMPL Name	Hourly Rate	Hours Worked	Gross Pay	S.S Tax	Net Pay
4	E00001	Ford	7.5	35	?	?	?
5	E00002	Mino	8	30	?	?	?
6	?	Bell	6.5	25	?	?	?
7	?	Davis	9	40	?	?	?
8	?	Turro	10	39	?	?	?

BIS202 Exercises
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Exercise 1
Objectives:

1. Open a new workbook and save the file with the name "Payroll".
2. Enter the labels and values in the exact cells locations as desired.
3. Use AutoFill to put the Employee Numbers into cells A6:A8.
4. Set the columns width and rows height appropriately.
5. Set labels alignment appropriately.
6. Use wrap text and merge cells as desired.
7. Apply borders, gridlines and shading to the table as desired.
8. Format cell B2 to Short Date format.
9. Format cells E4:G8 to include dollar sign with two decimal places.
10. Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked.
11. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.
12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
13. Set the work sheet vertically and horizontally on the page.

14. Save your work

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14. Create visualization for above scenario

Q2

	A	B	C	D	E
1	London Team Call Statistics				
2					
3	Name	No. calls	Hours worked	Calls per Hour	Bonus
4	Adam	42	5	?	?
5	Jhon	6	4	↓	↓
6	Jamse	39	6	↓	↓
7	Alex	15	6	↓	↓
8	Emma	2	7	↓	↓
9					
10	TOTAL	?	?	?	?
11					
12	Bonus Rate	25%			

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Gross Pay.

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14. Save your work

1. Open a new workbook and save the file with the name "Call Statistics".

2. Delete Sheet 2 & 3, and rename Sheet 1 to (Call Statistics).

3. Enter the labels and values in the exact cells locations as desired.

4. Set the row height of rows 1 & 3 to size 30; and rows 4 until 10 to size 20.

5. Set labels alignment appropriately.

6. Use Warp Text, Orientation and merge cells as desired.

7. Apply border, gridlines and shading to the table as desired.

8. Format column E to include euro (€) sign with two decimal places.

9. Format cell B12 to include % sign with 0 Decimal places.

10. Calculate the Calls per Hour, enter a formula in cell D4 to divide numbers of calls by Hours worked. Using AutoFill, copy the formula to the remaining cells.

11. Calculate the Bonus. Enter a formula in cell E4 to multiply 'Calls per Hours' by the fixed Bonus Rate in cell B12. Using AutoFill, copy the formula to the remaining cells.

12. Calculate the 'TOTAL'.

13. Set the worksheet vertically and horizontally on the page. Create visualization and analyze accordingly

14. Create a header that includes your name in the left section, and your ID number in the right section. Create the footer that includes the current Date in the center

Q3

	A	B	C	D	E
1	London Team Call Statistics				
2					
3	Name	No. calls	Hours worked	Calls per Hour	Bonus
4	Adam	42	5	?	?
5	Jhon	6	4		
6	Jamse	39	6		
7	Alex	15	6		
8	Emma	2	7		
9					
10	TOTAL	?	?	?	?
11					
12	Bonus Rate	25%			

BIS202 Exercises

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Exercise 1

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6. Use warp text and merge cells as desired.
7. Apply borders, gridlines and shading to the table as desired.
8. Format cell B2 to Short Date format.
9. Format cells E4:G8 to include dollar sign with two decimal places.
10. Calculate the Gross Pay for employee; enter a formula in cell E4 to multiply Hourly Rate by Hours Worked.
11. Calculate the Social Security Tax (S.S Tax), which is 6% of the Gross Pay; enter a formula in cell F4 to multiply Gross Pay by 6%.
12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
13. Set the work sheet vertically and horizontally on the page.
14. Save your work

Open a new workbook and save the file with the name "Payroll".

2. Enter the labels and values in the exact cells locations as desired.
3. Use AutoFill to put the Employee Numbers into cells A6:A8.
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12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.

13. Set the work sheet vertically and horizontally on the page.
14. Save your work
1. Open a new workbook and save the file with the name "Call Statistics".
2. Delete Sheet 2 & 3, and rename Sheet 1 to (Call Statistics).
3. Enter the labels and values in the exact cells locations as desired.
4. Set the row height of rows 1 & 3 to size 30; and rows 4 until 10 to size 20.
5. Set labels alignment appropriately.
6. Use Warp Text, Orientation and merge cells as desired.
7. Apply border, gridlines and shading to the table as desired.
8. Format column E to include euro (€) sign with two decimal places.
9. Format cell B12 to include % sign with 0 Decimal places.
10. Calculate the Calls per Hour, enter a formula in cell D4 to divide numbers of calls by Hours worked. Using AutoFill, copy the formula to the remaining cells.
11. Calculate the Bonus. Enter a formula in cell E4 to multiply 'Calls per Hours' by the fixed Bonus Rate in cell B12. Using AutoFill, copy the formula to the remaining cells.
12. Calculate the 'TOTAL'.
13. Set the worksheet vertically and horizontally on the page. Create visualization and analyze accordingly
14. Create a header that includes your name in the left section, and your ID number in the right section. Create the footer that includes the current Date in the center

Q4

	A	B	C	D	E	F	G
1	Sales and Profit Report - First Quarter 2012						
2	No	City	Jan	Feb	Mar	Average	Maximum
3	C001	New York	\$22,000.00	\$29,000.00	\$19,000.00	?	?
4	C002	Los Angeles	\$42,000.00	\$39,000.00	\$43,000.00	?	?
5	?	London	\$18,000.00	\$20,000.00	\$22,000.00	?	?
6	?	Paris	\$35,000.00	\$26,000.00	\$31,000.00	?	?
7	?	Munich	\$12,000.00	\$15,000.00	\$13,000.00	?	?
8	Total Sales		?	?	?		
9	Cost		\$83,000.00	\$84,000.00	\$43,000.00		
10	Profit		?	?	?		
11	10% Bonus		?	?	?		
12							
13	Total Sales greater than 30,000		?	?	?		
14	No Sales greater than 30,000		?	?	?		

BIS202 Exercises

2 | Page

Exercise 1

Objectives:

}

Open a new workbook and save the file with the name "Payroll".

2. Enter the labels and values in the exact cells locations as desired.
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13. Set the work sheet vertically and horizontally on the page.

14. Save your work

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12. Calculate the Net Pay; enter a formula in cell G4 to subtract Social Security Tax from Gross Pay.
 13. Set the work sheet vertically and horizontally on the page.
 14. Save your work
1. Create the worksheet shown above.
 2. Set the column widths as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14.
 3. Enter the formula to find COMMISSION for the first employee.
The commission rate is 2% of sales, $\text{COMMISSION} = \text{SALES} * 2\%$
Copy the formula to the remaining employees.
 4. Enter the formula to find TOTAL SALARY for the first employee where:
 $\text{TOTAL SALARY} = \text{SALARY} + \text{COMMISSION}$
Copy the formula to the remaining employees.
 5. Enter formula to find TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT values.
Copy the formula to each column.
 6. Format numeric data to include commas and two decimal places.
 7. Align all column title labels horizontally and vertically at the center.
 8. Create a Header that includes your name in the left section, page number in the center section, and your ID number in the right section.
 9. Create footer with DATE in the left section and TIME in the right section.
1. Create the worksheet shown above.
 2. Set the Text alignment, Columns width and high appropriately.
 3. Use AutoFill to put the Series Numbers into cells A5:A7.
 4. Format cells C3:G7, C8:E11, C13:E13 to include dollar sign with two decimal places.
 5. Find the Average Sales and Maximum Sales for each City.
 6. Find the Total Sales for each Month.
 7. Calculate the Profit for each month, where $\text{profit} = \text{Total Sales} - \text{Cost}$
 8. Calculate the 10% Bonus, which is 10% of the Profit.
 9. Find the Total Sales for each Month; only for sales greater than 30,000.
 10. Find the No of Sales for each Month; only for sales greater than 30,000.
 11. Create the Charts using stacked bar and pie chart

Q5

Use the worksheet given to answer the questions that follow:

Expenses for the Month of January vs. Budget		
	Budget	Savings
Salaries and Wages	156675.00	
Rent	4300.00	
Electricity	1000.00	
Telephone	200.00	
Advertisements	20000.00	
Freight and clearing	15650.00	
Security	3800.00	

Questions

- (i). Insert a new column between Budget and Savings column.
- (ii). Enter the title 'Actual' in cell C3.
- (iii). Enter the following figures in the new column.

	Actual
Salaries and Wages	145200
Rent	4300
Electricity	1207
Telephone	142
Advertisements	18550
Freight and clearing	13400
Security	3800

- (iv). Type the heading 'Average' in cell E13.
 - (v). Adjust the width of column E to view the contents in full.
 - (vi). Copy the heading in E13 to cells: E22, E38, E50, E61, E74, E87, E98 and E109.
 - (vii). Use the **AVERAGE** function to calculate the average sales of all salesmen.
 - (viii). Insert four blank rows above row 1.
 - (ix). Insert a picture (Logo) into the worksheet.
 - (x). Resize the picture to Height 0.62 and Width 3.76 inches.
 - (xi). Position the picture such that the bottom left corner of the picture is within cell A4.
 - (xii). In cell E11 type the title 'Maximum'.
 - (xiii). Use a function to extract the maximum amount that Bernard has ever earned.
- Save the file as **Overtime analysis**.

Q7

- 1) A) Enter the data given below into a worksheet.

	A	B	C	D	E
1	Stationery Supplies Ltd				
2					
3	Date	SalesPerson	Item	Receipt No	Amount
4	21-Nov	Carl	Toys	1238	1,782.10
5	26-Nov	Carl	Stationery	1255	4,853.55
6	26-Nov	Carl	Toys	1395	51.35
7				Carl's Total	
8	21-Nov	John	Cards	1141	91.15
9	24-Nov	John	Books	1982	442.60
10	21-Nov	John	Toys	1885	561.50
11	26-Nov	John	Toys	1875	62.75
12				John's Total	
13	22-Nov	Judy	Books	1032	234.50
14	26-Nov	Judy	Sports goods	1920	472.60
15				Judy's Total	
16	25-Nov	Mary	Toys	1774	364.15
17				Mary's Total	
18	22-Nov	Susan	Electronics	1160	52.95
19	23-Nov	Susan	Cards	1075	81.60
20	23-Nov	Susan	Others	1745	132.95
21	24-Nov	Susan	Sports goods	1662	2,580.10
22				Susan's Total	
23					
24				Grand Total	

- (i). Calculate the totals for each salesperson and get the grand total.:
- (ii). Format the worksheet as follows:
Make all the Totals bold, two decimal places, comma, center the title across columns A-E and make it size 16, bold and Italic.
- (iii). Put a double border round the whole table and a single line border inside the table.
- (iv). Save the worksheet as **Stationery Analysis**.
- v) Analyze the data using any chart or graph

b) A Payroll consists of Basic Pay, Allowances, Gross Salary, Deductions and Net Salary. The Allowances are 23% of the Basic Pay while the Deductions are 12% of the Gross Salary.

In the given worksheet, indicate in each cell what will be inserted, that is – a value or a formula. In the case of a formula, write down the formula in the cell.

	A	B	C	D	E	F
1	Stationery Supplies Ltd					
2						
3	Name	Basic Pay	Allowances	Gross Salary	Deductions	Net Salary
4	Lewis					
5	Francis					
6	Edwin					

.						.
.						.
.						.
13	Totals					

Q8

1) A)

Using the data given, get the sum of all the figures within the range.

2)

	A	B	C	D	E	F	G
1		Mon	Tue	Wed	Thur	Fri	TOTAL
2	Breakfast	3,560	3,186	2,952	3,395	3,436	
3	Lunch	20,163	21,416	19,912	19,681	18,628	
4	Bar	9,873	12,172	12,642	12,711	18,846	
5	Snacks	2,405	3,544	2,694	3,120	3,712	
6	TOTALS						

b)

Use the Balance Sheet given below to answer the questions that follow:

Income and Expenses Projection						
	1999	2000	2001	2002	2003	2004
Sales	10,000	12,000	15,600	18,720	20,592	22,651
% Growth over the previous year		20%	30%	20%	10%	10%
Materials	1,700	2,040	2,652	3,182	3,501	3,851
Wages	1,400	1,680	2,184	2,621	2,883	3,171
Other benefits	210	252	328	393	432	476
Others	100	108	117	126	136	147
Total Cost of Goods Sold	3,410	4,080	5,280	6,322	6,952	7,644



Questions

- Insert five rows above Row 1.
- Reduce the size of the picture to a Height of 0.96" by a Width of 1.66" (inches).
- Drag and drop the picture to fit in the range A1:A5.
- Add the Header 'Balance Sheet 2001' to the right section of the worksheet.
- Make the heading size 14, and Bold.
- Save the file as **Balance Sheet**.

Q9

You are in charge of a young and growing business. You have identified the various factors (sources of revenue and expenses) that influence the business as shown in the table below. Use the figures provided

and the layout to create a financial projection model for the business for the next six years. The parameters are given on Sheet 2.

SHEET 1:

INCOME AND EXPENSES PROJECTIONS						
	1999	2000	2001	2002	2003	2004
Sales	10,000					
% Growth over the previous year		20%	30%	20%	10%	10%
Materials						
Wages						
Other benefits						
Others						
Total Cost of Goods Sold						
Salary: Office						
Salary: Sales						
Other Benefits						
Advertising & Promotions						
Depreciation						
Miscellaneous						
Total General & Admin. Expenses						
Total Operating Costs						
Interest on Loans						
Pre-tax Income						
Tax						
Profit						

SHEET 2:

Parameters		Description
Sales	10,000	Starts at 10,000 and grows by a percentage
Materials	17%	17% of Sales
Wages	14%	14% of Sales
Other benefits	2.1%	2.1% of Sales
Others	8%	Starts at 100, then grows by 8% yearly
Salary: Office	10%	Starts at 1,000, then grows by 10% annually
Salary: Sales	8%	8% of Sales
Other Benefits	17%	17% of Total Salary
Advertising & Promotions	2.5%	2.5% of Sales
Depreciation	20	Fixed at 20 every year
Miscellaneous	10	Starts at 10 and grows by a fixed amount of 10 annually
Interest on Loans	10	A fixed amount of 10 each year
Tax	52%	52% of Pre-tax Income

Exercise Instructions.

- (i). Open the worksheet named **Income and Expenses Projections.xls**.
- (ii). Rename Sheet1 as **Projections** while Sheet 2 should now be **Parameters**.
- (iii). Calculate the Sales for the year 2000 using the percentage given in cell C5.
- (iv). Copy the formula across to the Year 2004.
- (v). Calculate the different items that make up the Total Operating Costs using the parameters in the Parameters sheet.

(You should enter the formula for the Year 1999 and copy down to the year 2004. Use Absolute Referencing effectively).

Hint: Total Cost of Goods Sold = Materials + Wages + Other Benefits + Others

(vi). Calculate the Total Operating Costs:

Total Cost of Goods Sold + Total General and Administrative Expenses.

(vii). Calculate the Interest on Loans:

(viii). Calculate the Pre-tax Income.

Sales – Total Operating Cost – Interest on Loans.

(ix). Calculate the Tax.

(x). Calculate the Profit:

Pre-tax Income - Tax.

(xi). Format the worksheet as follows:

Make all the Totals bold, zero decimal places, comma, center the heading between A1:G1 and make it size 16, bold.

(xii). Save the file as C:\Exams\Creative.xls

(xiii). Create the visualization and analyze

Q10

1) A)

From the data given in the table below, create a Pie Chart to show the distribution of the total amount amongst the various salesmen. Analyze the data

	A	B	C	D	E	F
1	ABC Company Sales Performance Report					
2						
3	Salesman	Qtr1	Qtr2	Qtr3	Qtr4	Total
4	Albert	148	156	171	140	615
5	Carl	122	131	153	118	524
6	Cornell	211	243	246	250	950
7	Edwin	129	150	92	218	589
8	Francis	311	270	247	322	1,150

b)

	A	B	C	D	E	F	G	H	I
1	XYZ COMPANY SALES PERFORMANCE								
2									
3									
4	SALESPERSON	ANNUAL TARGET	QTR1	QTR2	QTR3	QTR4	TOTAL SALES	AVERAGE SALES	COMMISSION
5									
6	ALBERT	750	148	256	133	154	X		
7	MICHAEL	650	187	143	258	143	X		
8	CARL	800	233	200	216	152	X		
9	GEORGE	700	256	145	136	259	X		
10	LUCY	1,000	249	212	215	124	X		
11									
12	TOTAL	X	X	X	X	X	X		
13									
14	COMMISSION	6%							
15									

(i). Given the table above, write formulas or describe how you would calculate the Total Sales in column G and Row 12.

- (ii). How would you calculate the Average Sales? Write the formula as it should appear in Excel and show the method of duplicating it to the other cells.
- (iii). How would you calculate the Commission? Write the formula as it would appear in Excel and explain the method of duplicating it to the other cells.
- (iv). Explain how you can insert two rows above Row 10.
- (v). What does this sign (# # # # # #) mean when seen in cell(s)? What should you do when you see this sign?
- (vi). How does one delete an entire row or column and all its cells?
- (vii). You are asked to compare QTR1 and QTR3 sales for all salespersons in the above table using a chart:
 - (a). What range of cells do you need to select and how would you select it?
 - (b). What type of graph would you use?
- (viii). How can you edit a chart once it is created, lets say, to change the series from columns to rows, to change the legend, etc?

-- End of Question Paper --