

2. (a) (i) Creating Create a workbook and name the work sheet as Workers (2 Marks)
 (ii) Fill Data in the worksheet as shown in worksheet segment below (10 Marks)

| | A | B | C | D | E | F | G | H | I |
|----|----------------------|------------|--------|----------------|-----------|--------------|-----------|-------------|--------------|
| 1 | WORKERS RENUMARATION | | | | | | | | |
| 2 | NAME | DEPARTMENT | GENDER | OVERTIME HOURS | BASIC PAY | OVERTIME PAY | TOTAL PAY | RANK-GENDER | Overall Rank |
| 3 | MIKE | SALES | M | 9 | 20000 | | | | |
| 4 | MARGARET | ACCOUNTS | F | 15 | 30000 | | | | |
| 5 | PAUL | IT | M | 8 | 28000 | | | | |
| 6 | PETER | SALES | M | 16 | 25000 | | | | |
| 7 | JOAN | ACCOUNTS | F | 20 | 60000 | | | | |
| 8 | JOHN | IT | M | 8 | 25000 | | | | |
| 9 | BETRICE | SALES | F | 4 | 15000 | | | | |
| 10 | ADREW | ACCOUNTS | M | 12 | 18000 | | | | |
| 11 | MARY | IT | F | 6 | 24000 | | | | |
| 12 | ALICE | SALES | F | 8 | 32000 | | | | |
| 13 | JOB | ACCOUNTS | M | 10 | 45000 | | | | |
| 14 | JAMES | IT | M | 12 | 30000 | | | | |
| 15 | | | | TOTAL | | | | | |

- b. (i) Use formula to calculate Overtime pay based on the tables below. (4 Marks)

| Male | | Female | |
|------------|--------------|------------|--------------|
| Department | Pay Per Hour | Department | Pay Per Hour |
| SALES | 1500 | SALES | 2500 |
| ACCOUNTS | 2000 | ACCOUNTS | 1000 |
| IT | 3000 | IT | 3200 |

- (ii) Use formula to calculate Overtime Pay for each Employee Based on department and Gender based on the following table below (4 Marks)
 (iii) Use formula to calculate Total Pay which is Basic Pay + Overtime Pay. (2 Marks)
 (iv) Use formula to calculate Rank Overall based on Total Pay (4 Marks)
 (iv) Use formula to calculate Rank Overall based on Total Pay and Gender (4 Marks)
 (c) (i) Copy and Paste to a new worksheet rename the worksheet as DATA SORTED (2 Mark)
 (ii) Sort data in ascending order of Gender and Rank based on Total Pay based on Gender. (3 Marks)
 (iii) Calculate subtotals based on Gender for Total Pay (4 Marks)
 (iv) Create a Pie chart Total Pay of every Gender (5 Marks)
 (C) (i) Print Worksheet DATA (2 Marks)
 (ii) Print the Chart (2 Marks)
 (iii) Print Worksheet DATA SORTED (2 Marks)