

Question 1

Mr. Otiende decided to keep track of his personal expenses at beginning of the year. The table below shows his monthly budget and the actual expenditure during the first four months.

- (a) Use a spreadsheet program to store the information and save it as A:\Personal Expenses. (15mks)

1	Personal Expenses Analysis					
2						
3		<u>Monthly</u>				
4		<u>Budget</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
5						
6	Rent	5400	5650	5780	6310	6430
7	Food	3500	3500	3500	3500	3500
8	Clothing	1700	1600	1936	1778	1927
9	Transport	1000	987	1003	1108	1252
10	Entertainment	2000	1974	2224	2274	2296
11	Miscellaneous	1500	1698	1809	1842	1826
12	Electricity	1000	850	1150	1000	1000
13	Telephone	1200	1000	1250	920	1100
14						

- (b) (i) Type a new title "Total" in G3 and "Expenses" in G4. Use a formula to calculate the total expenses for each category during the four months. (4mks)
- (ii) Add the title "Total" in H3 and "Budget" in H4 and use an appropriate formula to calculate the total budget per month for each category of expenses. (2mks)
- (iii) Insert a custom footer left "Otiende's", center "Personal" right "Expenses". Bold and italics. (2mks)
- (iv) Center the main title across the cells, size 14 and double underline. (2mks)
- (v) Save the file as A:\Personal Expenses 1. (1mk)
- (c) Add a new title "Budget Deficit" after column H and calculate the budget deficit per month. (2mks)
- (d) Type a row header "Total" in A15 and obtain the totals for Monthly Budget, expenses for each month, total expenses, total budgeted and Budget Deficit. (4mks)
- (e) Use a function in I15 to count the number of categories whose total budget is equal to the expenses. (1mk)
- (f) Format all the figures with a thousand separators. (1mk)
- (g) Using an appropriate formula in column J to indicate categories with a budget DEFICIT, SURPLUS or NIL. Type "Deviation Report" as the column title. (3mks)
- (h) Use a bar chart to compare the total expenses per category and the budget. Include relevant chart titles and place the chart on its own worksheet. (8mks)
- (i) Save the file as A:\Personal Expenses 2. (1mk)
- (j) Print Personal Expenses, Personal Expenses 1, Personal Expenses 2 and the chart. (4mks)

Question 2

PK is new transportation company. The managing director would like to produce an advert to enable him to reach out to local towns.

1. Prepare a publication layout with the following specification:
 - (a) Paper size A4
 - (b) Orientation Portrait
 - (c) Number of pages 1
 - (d) Margins 0.5 inches all round
 - (e) Create column guides to subdivide the page into two columns
 - (f) Space between columns 0.3 inches (6mks)

2. Produce the publication as shown in the sample. All the text are in **Times New Roman** size 12 except.
 - (a) PK in the logo **Size 28**
 - (b) Unbeatable **Size 20**
 - (c) You can't compare **Size 14**
 - (d) Working hours **Size 22**
 - (e) Passenger Ticket shading is Accent 4
 - (f) Fill pattern for working hours is 5% (44mks)

FROM	TO	FARE
100	150	100
150	200	150
200	250	200
250	300	250

WORKING HOURS
ALL DAYS
8.00 A.M. TO 10.00 P.M.
2.30 P.M. TO 11.30 P.M.

Our offices
Are situated at Keron centre
along Kwana road near Kwana shop



UNBEATABLE TRANSPORT SERVICES

PK bus services is intended to change your traveling style. We offer the best services you can ever have: get refreshed all through the journey; watch movies as you travel; read newspapers and enjoy world class services of our caring staff.

YOU CAN'T COMPARE

PK TRANSPORT LIMITED			SAFE TRAVEL
FROM	TO	AMOUNT (Kshs)	
MALINDI	Likoni	400	
	Ukunda	450	
	Bamburi	420	
	Nyali	400	

WORKING HOURS
ALL DAYS
6.00 A.M TO 10.00 P.M
5.30 a.m TO 11.30 p.m

Our offices
Are situated at Keron centre
Along Kwale road near Kuwaka shop.

MALINDI MOMBASA UKUNDA

PASSENGER TICKET

PK BUS SERVICES

NAME: _____

FROM MALINDI: _____

TO: _____

SEAT NUMBER: _____

P.O. BOX 12345-02200

Malindi-Kenya

Cell: 0723 567 234

AMOUNT

DEPARTURE TIME

SAMPLE