

1. Using a spreadsheet application of your choice, key in the following data and save it as 'canteensales' beginning in cell A1 of sheet1 of your workbook. **(02 marks)**

	A	B	C	D	E	F
1	Item Name	Quantity	Unit price (shs)	Gross price (shs)	VAT	Net Price (shs)
2					18%	
3	Daso	200	800			
4	Lollipops	400	350			
5	Doughnut	600	350			
6	Bagiya	700	200			
7	Bogoya	1,200	350			
8	Chappu	1,300	500			
9	Sumbi	500	350			
10	Bread	400	3,500			
11	Passion juice	500	1,500			
12	Gollilos	200	500			
13	Yoghurt	100	2,00			

Instructions:

- a) Enter the above data the way it appears. **(02 marks)**
- b) Insert a row between Bagiya and Bogoya for Half – Cake with quantity 300 and Unit Price 350. **(02 marks)**
- c) Determine:
- (i). Gross Price which is a product of quantity and Unit Price **(02 marks)**
 - (ii). VAT which is 18% of Gross Price. **(02 marks)**
 - (iii). Net Price which is a difference of Gross Price and VAT. **(02 marks)**
- d) Using columns A and F respectively, create a pie – chart to represent this work. **(05 marks)**
- e) Send your chart as an object in sheet 4 of your workbook. **(02 marks)**
- f) Insert header your name, footer your index number. **(02 marks)**
- g) Print a copy of your work. **(01 mark)**