**Mt. Alvernia High School**

**Information Technology**

**Practice Spreadsheet School Based Assessment**

**Dear students:**

This project assesses the various skills and concept learnt on spreadsheet. It should be done in groups of 5. Each group member should contribute to the completion of the different tasks. A paper should be submitted to your teacher with the name of the members within the group. Indicate the leader and strategies to be used to complete the work.

**Please read through the project at least twice and make notes of how the different tasks should be done. This project should be emailed to your teacher by Nov. 20, 2017.**

Your teacher will give your group the opportunity to start the work in class for this week ONLY. However, no more class time will be given; groups must meet to complete the work in their unassigned time.

**NB: If your work is ONE day late you will lose 20% marks and doubled for every day after that. Use resources available to you to assist in the completion.**

**Description of the project**

MK Mart is a prominent clothing store in Montego Bay. The store has been using the manual method of operations in all areas of their business. This year the company’s management team has decided to computerize its operations for the efficient running of the business. The computer system they purchased came with general purpose software that has word processor, spreadsheet and database management components.

As a test, the owner of the store would like to use the software to carry out the following tasks:

1. Generation of a club brochure that informs the public about the clothes store and details of the Christmas Sale.
2. Preparation of letters for employees
3. Store personal information of employees and their sales details.
4. Use a software program to generate sales information

You are in charge of setting up the word processing, spreadsheet and database templates that will permit all employees of the store to efficiently carry out these activities. And also create a program which will generate sales result.

***Your assumptions or modifications have to be stated clearly along with your printouts. You can attempt the sections in any order***.

**SECTION A- SPREADSHEETS**

The spreadsheet package will be used to create a model that will allow the owner of the store to manipulate and monitor the monthly salary details of the employees.

Currently, there are 25 employees in the club. There are FOUR categories of employees and EACH category attracts a different basic monthly salary. There are six Supervisors, 17 Sales people, one Manager and one Assistant Manager at the store. The categories of membership with current rates are given in the table below. This table should be on a separate worksheet.

|  |  |  |
| --- | --- | --- |
| Category | Code | Basic Monthly Salary |
| Manager | M | $8000 |
| Assistant Manager | AM | $7000 |
| Supervisor | S | $5000 |
| Sales Staff | SSF | $3000 |

There are allowances and deductions in the employees’ salaries. The allowances are Daily Allowance, Travel Allowance and Entertainment Allowance and the deductions are environmental. These are calculated based on their basic salary. The Travel Allowance and Entertainment Allowance are available to the Manager and the Assistant Manager ONLY. The rate of payments of these allowances and deductions also need to be kept on the worksheet with the basic salary rate.

|  |  |  |
| --- | --- | --- |
| Allowance | Code | Rate (%) |
| Daily Allowance | DA | 11% |
| Travel Allowance | TA | 6% |
| Entertainment Allowance | EA | 3.5% |
| Sales Staff | SSF | $3000 |

|  |  |  |
| --- | --- | --- |
| Deductions | Code | Rate (%) |
| Social Security | SS | 6% |
| Environmental Levy | EL | 1% |
| Insurance | INS | 2% |

**You are required to:**

Create one or more worksheets that will enable the owner of the store to easily analyze, modify and monitor the salary details of his staff. Use appropriate Headings and Format when creating Each table. The following is a sample section of the worksheet. **NB**. Employee ID is created by using the employee’s initials and three decimal digits e.g. the employee John Browne would have the Employee ID JB100.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EmpID | First  Name | Last  Name | Category  Code | Basic  Salary | Allowances | | | Deductions | | | Total  Allowances | Total  Deductions |
| DA | TA | EA | SS | EL | Ins |
| JB100 | John | Browne | SS | $3000 | $300 | 0 | 0 | $180 | $30 | $60 | $330 | $270 |

**Task A**

1. Create the information for the 25 employees’ salary details for the month of October 2016. They should be sorted by last name then by first name. The allowances and deductions must be calculated using cell references only as there may be changes in their rates.
2. Add extra columns to include the Gross income and Net income. Gross income is calculated by the following formula: Basic Salary + Allowances Net income is calculated by the following formula: Gross Income – Deductions.
3. Include a row to calculate the totals of each of the numeric columns.
4. Save your worksheet as **Task A**.
5. Print all formulae or functions used.

***NB: Indicate the total number of person employed to MK Mart***

**Task B**

1. Create the information for the 17 Sales staff employees’ the **Sales Details** table should contain Employee ID, Week1sales ($), Week2sales ($), Week3sales ($), Week4sales ($) and TotalSales ($) for the month of October.
2. The manager is expecting sales for the month of November to increase by 2.5% and 3% for December. Copy the sales detail table to a new sheet and insert appropriate function/formulae to calculate the projection in total sales for the month of November and December. (Weekly totals for each month \* 2.5%)
3. Save as **Task B**

**Task C**

1. John Browne got a new job and he resigned from his post at CFS. Remove him from the spreadsheet.
2. The management team decided to change the Daily Allowance [DA] rate to 12.5%. Adjust this rate.
3. Sort the worksheet by employee category first and then by last names.
4. Create a complex criterion to select all information on all employees whose last name begins with ‘B’ and are in the Sales Staff or Assistant Manager category.
5. Create a chart to show the total allowances [DA, TA and EA] paid by the store for the month of October 2016.
6. Chart showing comparison of weekly sales for the month, for the first 10 employees in the sales details table.
7. Create a chart that will show the total weekly sales for the month of October, November and December.
8. **Save as Task C**
9. **Email work to your teacher: Ms. Ambersley** [**rambersley@mountalverniahigh.edu.jm**](mailto:rambersley@mountalverniahigh.edu.jm) **or Mrs. Brown @** [**nfbrown@mountalverniahigh.edu.jm**](mailto:nfbrown@mountalverniahigh.edu.jm)