

IPMC COLLEGE OF TECHNOLOGY, KONONGO
ICDL ASSIGNMENT SEPTEMBER 2020
MODULE: MS.EXCEL 2013



STUDENT NAME..... SUBMISSION DATE:-8TH SEPTEMBER 2020.

STAFF NAME	DATE OF EMPLOYMENT	DAYS OF WORK	WORKING STATUS	SALARY
Agyenim Goerge	5/4/2008	59	Night shift	3800
Amankwah Lang	7/24/2010	44	Contract	3700
Anderson Nsiah	1/5/2000	76	Full day	8900
Antwi John	7/1/2013	52	Hourly	2400
Bright Osei	9/5/2000	44	Half day	55000
Christin Osei	3/3/2014	30	Contract	6900
Daniel Addo	9/21/2010	12	Contract	3401
David payne	8/3/2014	23	Half day	4300
Dick Karren	6/12/2001	6	Contract	3900
Dorreen Baster	3/6/2010	92	Morning shift	5677
Emmanuel Osei	2/7/2010	15	Half day	5720
Felix Austin	8/2/2014	45	Night shift	4000
Fosu Antwi	5/3/2013	89	Contract	1600
Franklin Campbell	6/2/2002	65	Night shift	7600
Freddric Marfo	2/3/2002	89	Full day	35000
Frimpong Jeff	4/2/2013	45	Contract	5600
Harrison Ford	4/2/2018	47	Contract	45000
Issace Adomako	5/8/2010	88	Half day	7899
James Fortune	8/4/2013	46	Afternoon shift day	7000
Kojo Francis	9/25/2000	12	Half day	2097
Kojo Bonsu	4/28/2012	67	Full day	6000
Kweku Agyeman	2/2/2005	25	Contract	8400
Latoya Chris	4/5/2012	55	Morning shift	7500
Lindsay Gridel	1/3/2013	34	Half day	6700
Maxwell Nti	6/4/2000	56	Half day	8920
Moses Anderson	4/21/2010	28	Half day	287
Nicholas Love	7/3/2013	23	Morning shift	4000
Paul Ohene frimpong	3/12/2000	43	Hourly	7800
Priscilla Addo	7/4/2000	78	Morning shift	2343
Thomas Adu	4/5/2013	68	Half day	67899
Vin Danwell	8/3/2001	8	Half day	6770

Above is a data representing the dates of employment, working status, salary and days of work the staff of ICT SALES COMPANY LTD?

By using formulas and Excel functions, answer the following questions

NB. Write the formulas and the answers in the blank spaces provided.

- a. How many staff members had a salary smaller than 4000 and a “contract” working status?.....

- b. Calculate the total number of the all the staff members.....
- c. If a staff member had a salary bigger than 6000 then a bonus of 1000 is to be given to the staff else the staff will have a bonus of 400. Therefore how many staff members had 100 as bonus and how many had 400 as bonus
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- d. Calculate the average salary of all staff members having a morning shift working status.....
- e. What is the total salary of Maxwell Nti, Frempong Jeff, Anderson Nsiah and Dick Karren?
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- f. Who is the second lowest paid staff member?
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- g. Find the top 5 highest salaries
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- h. Calculate for staff members having a Full day working status, more than 20 days of work and a salary greater than 4000?.....
- i. Find the top 6 smallest salaries
- j. How many staff members are having salaries higher than 20,000 and an hourly working status
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- k. How many staff members worked for more than 40 days?
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- l. What is the total salary of staff members who are having a “morning shift” working status?
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- m. Find the exact date on which the following staff members ended working for the company.
 - i. Christin Osei.....
 - ii. Isaac Adomako
 - iii. Harrison Ford
 - iv. Agyemang George