

**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.*

- 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 .....