

## ASSIGNMENTS (Practical)

### PROBLEM 1

Anyass Ventures is a business venture located in Nkoranza. They deal in the sale of general Spare Parts. As part of their marketing strategy, they give discounts to their customers in order to keep and attract new customers. Discount to customers is calculated based on the conditions in *Table 1*.

Total Amount	Discount (%)	Decimal value of Discount
Less than GH¢ 90	0	0
From GH¢90 - GH¢130	4	0.04
From GH¢131 - GH¢550	6	0.06
From GH¢551 - GH¢1100	8	0.08
From GH¢1101 - GH¢5500	15	0.15
Above GH¢5500	18	0.18

*Table 1: Conditions for calculating discounts in Anyass Ventures*

Mr. Mensah, the manager, as well as the sales agents in this business venture performs all transactions and calculations with pen and paper in a tabular form as shown in *Table 2*

S N	Customer	Date Bought	Description	Unit Price (GH¢)	Quantity	Total (GH¢)	Discount (GH¢)	Paid Amount (GH¢)
1	Esinam	7 <sup>th</sup> Jan, 2021	Piston	600	4			
2	Timothy	7 <sup>th</sup> Jan, 2021	Gasket	50	5			
3	Esther	7 <sup>th</sup> Jan, 2021	Tappets	17	6			
4	Daniel	7 <sup>th</sup> Jan, 2021	Nozzle	20	20			
5	Cynthia	8 <sup>th</sup> Jan, 2021	Element	25	15			
6	Gladys	8 <sup>th</sup> Jan, 2021	Camshaft	89	5			
7	Bernice	8 <sup>th</sup> Jan, 2021	Rings	65	6			
8	Benessa	8 <sup>th</sup> Jan, 2021	Bearings	80	10			
TOTAL SUM:					XXX	XXXX	XXXXX	XXXXX

*Table 2: Tabular format used by SMS 2 Enterprise to record Transactions*

You are expected to use the knowledge you have acquired in Spreadsheet to help the manager and sales agents in this business venture by creating a spreadsheet to make their transactions easy.

#### HINT:

*Total, Discount and Paid Amount (Amount to be paid by customer after discount)* are to be computed automatically after the user enters data for *Name of customer, Date, Description, Unit price and Quantity*.

You are required to do the following:

- A. Create a spreadsheet file bearing your index number using MS Excel.
- B. Enter the information provided in **Table 2** in your worksheet.
- C. Enter the appropriate formula/function to compute the results relatively for each of the customers for the following using the information provided in **Table 1**:
  - I. Total
  - II. Discount
  - III. Paid Amount
- D. Enter the appropriate formula/function to computer the **Total Sum** of each of the following:
  - I. Quantity
  - II. Total
  - III. Discount
  - IV. Paid Amount
- E. Add the appropriate borders to your work to look exactly as the one shown in **Table 2**.
- F. Bold the headings (ie. SN, Customer, Date Bought, Description etc.)

## PROBLEM 2

**SMS 2 SUSU FINANCE COMPANY** is a business venture located in Sunyani. In addition to accepting deposits from customers, they give out loans. As part of its promotion package, they offer 5% of the loan given to customers as interest free where no interest is charged. The rest of the amount (**Principal Amount**) is charged a simple interest per annum based on the conditions provided in **Table 3**.

PRINCIPAL AMOUNT	RATE	DECIMAL VALUE
Less than GHC201	15%	0.15
From GHC101 to GHC700	21%	0.21
From GHC501 to GHC1200	23%	0.23
Above GHC1200	16%	0.16

*Table 3. Conditions for computing interest on loans*

The loan manager of this company performs the loan transactions and computations using pen and paper in a tabular form as shown in **Table 4**.

Account No	Name	Date	Loan (GHC)	Duration (month)	Interest Free Amount (GHC)	Principal	Interest (GHC)	Amount to pay
002	Adwoa	10/3/2020	300.00	13				
003	Kofi	10/5/2020	6000.00	15				
004	Yaw	09/5/2020	150.00	30				
005	Esi	10/5/2020	750	16				
006	Ama	9/3/2020	1500.00	5				
007	Akua	8/4/2020	250	6				
008	Kwame	11/9/2020	2000	3				
<b>TOTAL:</b>			XXX		XXX	XXX	XXX	XXX

*Table 4: Tabular format used by SMS 2 Susu Finance Company to record loan Transactions*

You are expected to use the knowledge you have acquired in Computer Application I course to help the loan manager by creating a spreadsheet to make his transactions easier.

**HINT:**

- A. **Interest Free Amount** (Part of the principal amount not attracting interest), **Principal Amount**, **Interest** and **Amount to pay** (The loan amount with interest) are to be computed automatically after the user enters data for *Account No*, *Name*, *Date*, *Loan* and *Duration*.
- B.  $SI = \frac{PTR}{100}$ , where **SI**= Simple Interest, **P**=Principal Amount, **T**=Time, **R**=Rate

You are required to do the following:

- A. Create a spreadsheet file bearing your index number using MS Excel and name the sheet **SUSU**.
- B. Enter the information provided in **Table 4** into your worksheet.
- C. Enter the appropriate formula/function to compute the results relatively for each of the customers for the following using the information provided in **Table 1**:
  - i. **Interest free amount**
  - ii. **Principal Amount**
  - iii. **Interest**
  - iv. **Amount to pay**
- D. Enter the appropriate formula/function to compute the **Total Sum** for each of the following:
  - i. **Loan**
  - ii. **Interest free amount**
  - iii. **Principal Amount**
  - iv. **Interest**
  - v. **Amount to pay**
- E. Add the appropriate borders to your work to look exactly as the one shown in **Table 4**.
- F. Bold the headings (ie. Account No, Name, Date, etc.)
- G. Bold and change the font color of the Total Sum of Loan, Interest free Amount, principal amount, Interest, Amount to pay using the RGB color code R=200, G=150 and B=5