

Question 2

Time: 24 minutes

- (a) Type the following information in a spreadsheet, following all instructions.
- (b) Use landscape orientation.
- (c) Create a pie chart to show the commission from commercial sales. Insert the pie chart on the same page as the spreadsheet in (a) (i) above.
- (d) Save the document as "spreadsheet" and print.

Use formulas to enter commission figures and totals.

show grid lines

Income for the Month Ending 31 March 2012			
Property Ref.	Description	Selling Price	Commission (20%)
<u>Residential</u>			
CO1	Condominium Apartment (1 bedroom)	\$315,200.00	
SD3	3-bedroom Bungalow	\$450,600	
DES	5-bedroom 2-storey House	\$915,000	
CO2	Condominium (2 bedrooms)	558,100	
DX1	Duplex	650,350	
TN4	2-bedroom Townhouse	358,000	
OU2	Owner-Occupied 2-unit House	675,200	
<u>Total Residential</u>		\$	\$
<u>Commercial</u>			
OF 2	Office Building	750,350	
MIS	Nursing Home	860,000.00	
ST6	Warehouse/Distribution Complex	299,990.00	
OF3	High-rise Office Block	1,250,000.00	
STM	Mobile Storage Unit	\$80,990	
TR1	Hotel	2800,990	
<u>Total commercial</u>		\$	\$
<u>Total Sales and Commission</u>		\$	\$

Highlight the "total residential" and "total commercial" rows.

Vertical direction

Total 24 marks

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