

Information Technology GRADE 9

Excel Activity

	A	B	C	D
1	Celtics Bank			
2	Employee	Sex	Salary	Age
3	Allan	Male	5600	26
4	Mary	Female	3500	20
5	Peter	Male	2500	31
6	Bruce	Female	6000	19
7	Mohan	Male	8000	28
8	Susan	Female	3500	22
9	Vick	Male	5400	28
10	Bob	Male	4500	32
11	Amrita	Female	6500	35
12	Total Salary			
13	Average Salary			
14	Lowest Salary			
15	Highest Salary			
16	Average Age			

Instructions:

1. Use the appropriate formula to calculate the missing data.
2. Merge and centre the heading in row 1.
3. Format the heading in row 1 to font color blue, bold, Arial, fill color yellow and font size 14.
4. Format the rest of the spreadsheet (excluding row 1) in font size 12, font style Times New Roman.
5. Bold and centre all the column headings in row 2.
6. Format the salary into currency (\$).
7. Add all borders to the spreadsheet
8. Create a column chart that compares the following:
 - a) Employees and Salary Chart
 - b) Employees and Age Chart
9. Save the spreadsheet as Celtic Bank YourName
10. Email spreadsheet to MrHaileyVHS@gmail.com