

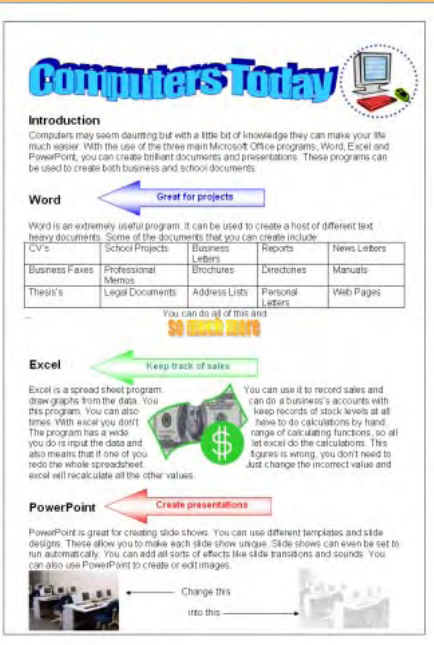
# Microsoft Office Academic Edition

Reduced Prices for Teachers and Pupils!

3 great products at 1 great price

helping students become leaders

infinite possibilities



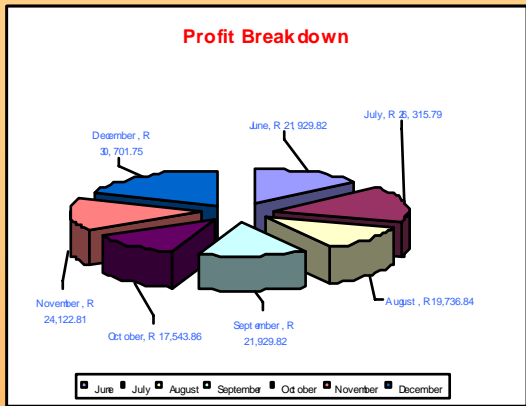
**Computers Today**

**Introduction**  
Computers may seem daunting but with a little bit of knowledge they can make your life much easier. With the use of the three main Microsoft Office programs, Word, Excel and PowerPoint, you can create brilliant documents and presentations. These programs can be used to create both business and school documents.

**Word** ← Great for projects  
Word is an extremely useful program. It can be used to create a host of different text-heavy documents. Some of the documents that you can create include:  
CV's School Projects Business Reports News Letters Business Faxes Professional Memos Brochures Directories Manuals Thesis's Legal Documents Address Lists Personal Letters Web Pages  
You can do all of this and **\$0 extra more!**

**Excel** ← Keep track of sales  
Excel is a spreadsheet program. You can use it to record sales and do a business's accounts with links records of stock levels at all times. With excel you don't have to do calculations by hand, excel has a wide range of calculating functions, so all you do is input the data and also means that if one of the figures is wrong, you don't need to redo the whole spreadsheet, excel will recalculate all the other values.

**PowerPoint** ← Create presentations  
PowerPoint is great for creating slide shows. You can use different templates and slide designs. These allow you to make each slide show unique. Slide shows can even be set to run automatically. You can add all sorts of effects like slide transitions and sounds. You can also use PowerPoint to create or edit images.



John's Electronics									
Sales of June - December 2006									
Expected Profit	20000		VAT	0.14		Markup	0.25		
	Cost of goods (including VAT)		Cost of goods (excluding VAT)		Markup	Selling price (including VAT)		Profit (including VAT)	As we wanted profit
June	100000	=B6/(1+SE\$4)	=C6/\$H\$4	=C6+D6	=E6*\$E\$4	=E6+F6	=E6-G6	=H F16-\$B\$4,( "yes"),("no")	
July	120000	=B7/(1+SE\$4)	=C7/\$H\$4	=C7+D7	=E7*\$E\$4	=E7+F7	=E7-G7	=H F17-\$B\$4,( "yes"),("no")	
August	90000	=B8/(1+SE\$4)	=C8/\$H\$4	=C8+D8	=E8*\$E\$4	=E8+F8	=E8-G8	=H F18-\$B\$4,( "yes"),("no")	
September	100000	=B9/(1+SE\$4)	=C9/\$H\$4	=C9+D9	=E9*\$E\$4	=E9+F9	=E9-G9	=H F19-\$B\$4,( "yes"),("no")	
October	80000	=B10/(1+SE\$4)	=C10/\$H\$4	=C10+D10	=E10*\$E\$4	=E10+F10	=E10-G10	=H F20-\$B\$4,( "yes"),("no")	
November	110000	=B11/(1+SE\$4)	=C11/\$H\$4	=C11+D11	=E11*\$E\$4	=E11+F11	=E11-G11	=H F21-\$B\$4,( "yes"),("no")	
December	140000	=B12/(1+SE\$4)	=C12/\$H\$4	=C12+D12	=E12*\$E\$4	=E12+F12	=E12-G12	=H F22-\$B\$4,( "yes"),("no")	
Total		=SUM(B6:B12)	=SUM(C6:C12)	=SUM(D6:D12)	=SUM(E6:E12)	=SUM(F6:F12)	=SUM(G6:G12)	=SUM(H6:H12)	
Averages	=AVERAGE(B6:B12)	=AVERAGE(C6:C12)	=AVERAGE(D6:D12)	=AVERAGE(E6:E12)	=AVERAGE(F6:F12)	=AVERAGE(G6:G12)	=AVERAGE(H6:H12)		



Knowledge Network (R)  
Level 05 Assessment  
2007 by: Vinesh Chetty,  
Grey High School