

SENIOR FIVE ICT

TERM 3 HOLIDAY ASSIGNMENT.

Scenario:

1. Your family wants to organize and analyze household information using Microsoft Excel. Research key Excel concepts and create a practical workbook based on real family data.

RESEARCH

Write brief notes in your notebook:

- **Major Definitions, examples of spreadsheet Applications, Advantages & Challenges, Basic Formulas & Functions, Advanced Functions**

PRACTICAL EXCEL WORKBOOK

Hence create a file about your Family Monthly Expenses: ie Item, Category, Amount, Date.

Use SUM, MAX, MIN, AVERAGE, COUNTIF, IF CONDITION and Add a bar/pie chart

Presentation Requirements:

- At least 2 worksheets
- Proper sheet naming (*Expenses 2025, Summary*)
- Cell formatting (currency, date, text)
- Borders/shading
- Titles on each sheet
- At least 1 chart

2. Access the notes for internet and digital data sharing using the Qr code below and copy the notes in your ict books.



Submission:

- Research notes (handwritten or printed notes)
- Excel workbook (.xlsx) and send Email to: mwebejoshua76@gmail.com

“Merry Christmas and a Prosperous New Year 2026!”