

The Use of Software

Below is an extract for a data sheet with information about the employees from juffle.com

Employee #	Gender	Position	Highest qualification	Years Service	Holiday Allowance	Company Accreditation Points
#0122	Male	Engineer	Undergraduate Degree	8	16	3
#0127	Male	Designer	Undergraduate Degree	7	15	0
#0137	Female	Designer	Masters	5	13	0
#0148	Male	Sales Consultant	GCSE's	3	12	5
#0152	Other	Customer Services	GCSE's	3	12	9
#0153	Female	Buyer	A Levels	3	12	1
#0194	Male	Customer Services	Degree	1	12	4

Explain how to obtain a list of all female employees in order of years service from shortest to longest

1. _____ the field 'Gender' to female
2. _____ the field 'Years Service' from lowest to highest

Explain how to calculate the total number of days holiday allowed by Sales Consultant employees currently employed at juffle.com

1. _____ the field 'Position' to sales consultant
2. Use the _____ function for the field 'Holiday Allowance'

Explain how to collate information of all Customer service employees in order of their holiday allowance

1. _____ the field 'Position' to Customer Services
2. _____ the field 'Holiday Allowance' into numerical order

Explain how to work out the average number of years service the employees with Undergraduate Degrees as their highest qualification have

1. _____ the field 'Highest qualification' to Undergraduate degree
2. Use the _____ function for the field 'Years Service'

Explain how you would determine the number of different positions held by employees at juffle.com

1. Produce a _____ which groups the data by the field 'Position'
2. Use the _____ function for the remaining data

Explain how to find the modal number of company accreditation points earned by the company designers

1. _____ the field 'Position' to Designer
2. Use the _____ function for the field 'Company Accreditation Points'