

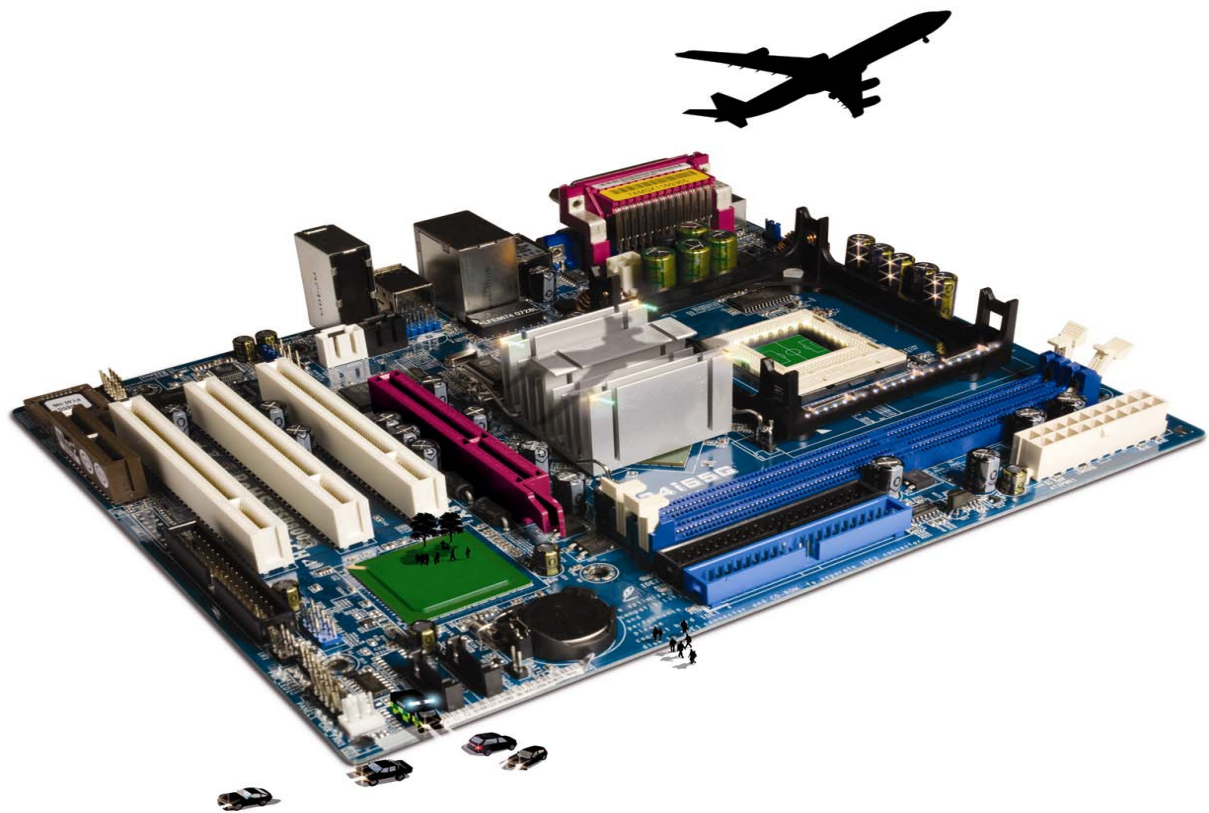
Start IT (iTQ)

Spreadsheet software (4249-010)

Assignment guide for Candidates

Assignment A

QCA Ref: F/502/0168



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Spreadsheet software (4249-010) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Spreadsheet software (4249-010).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will not be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one hour**.

Spreadsheet software (4249-010)

Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up:

This assignment is made up of **three** tasks

- **Task A** - Formatting a spreadsheet
- **Task B** - Editing a spreadsheet
- **Task C** - Displaying information in a spreadsheet

Scenario

You have decided to monitor your personal finances. In order to do this you have created a spreadsheet to show your monthly income and outgoings.

Read all of the instructions carefully and complete the tasks in the order given.

Task A - Formatting a spreadsheet

- 1 Start up your computer and log on.
- 2 Open the file called **Finances**, provided by your assessor.
- 3 Set the page layout as **landscape**.
- 4 Enter the following information into the **Finances** spreadsheet:
 - In cell **B7** enter **50**
 - In cell **B8** enter **25**
 - In cell **B11** enter **200**
 - In cell **B12** Enter **150**
- 5 Format cells **B2:C19** to show currency.
- 6 Format **B1:C1** as bold.
- 7 Format **A2:A13** as italics.
- 8 In cell **A19** enter the heading **Totals**.
- 9 In cell **C19** use a **function** to total cells **C2:C18**.
- 10 Replicate the **function** in cell **C19** to cell **B19**.
- 11 Save the file as **Finances 1** to your work area, or removable storage media.

Continued over ...

Task B - Editing a spreadsheet

- 1 Delete **row 3** of the **Finances 1** spreadsheet (**Monthly Pay Sam**). Check the functions in **B18:C18** to make sure they are still correct.
- 2 Your monthly rent has increased by **50**.

Correct the figure in **B4** to show **550**.
- 3 In cell **A13** enter the title **Car Payment** and in cell **B13** enter the number **250**.

Format both entries to match other cells.
- 4 In cell **A14** enter the title **Sam's Salary**.

In cell **C14** enter the number **240**.

Format both entries to match the other cells.
- 5 Save the file as **Finances 2** to your work area, or removable storage media.

Continued over ...

Task C - Displaying information in a spreadsheet

- 1 Using cells **A4:A13** of the **Finances 2** spreadsheet as data labels and **B4:B13** as the data create a **column** chart with the title **Outgoings**.

The **Y** axis labelled **Costs** and the **X** axis labelled **Expenses**.

Do not show a legend.

Insert the chart on a new sheet.

- 2 In Sheet 1 using cells **B1:C1** as labels and **B18:C18** as data, create a **pie** chart.

Add data labels showing percentages.

Use the title **Income and Outgoings** and a legend.

Insert the pie chart below the data on **Sheet 1**.

- 3 Save the file to your work area as **Finances 3**.
- 4 Close the spreadsheet application.

Note

- At the conclusion of this assignment, hand all paperwork and any removable media to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

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