

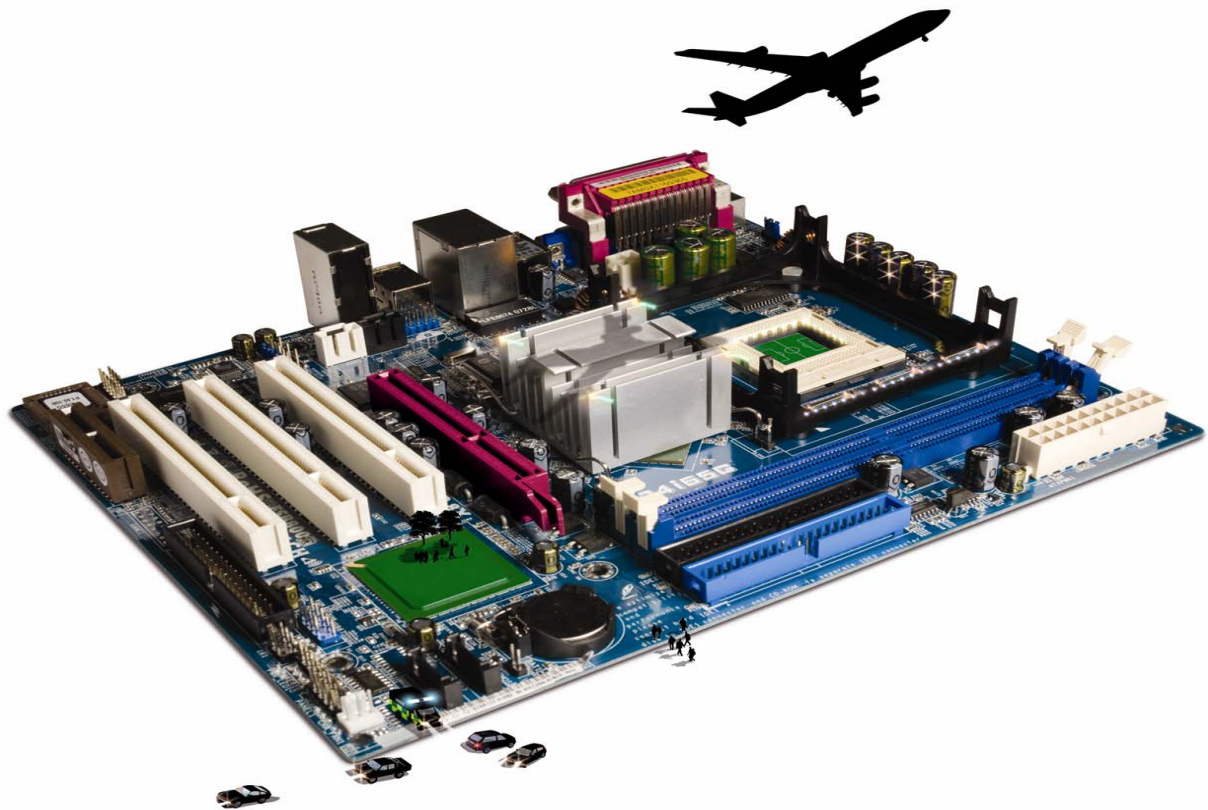
# Start IT (iTQ)

## Spreadsheet software (4249-010)

### Assignment guide for Candidates

Assignment B

QCA Ref: F/502/0168





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# Spreadsheet software (4249-010) Assignment B

## Introduction – Information for Candidates

### About this document

This assignment comprises **all** of the assessment for IT System Fundamentals (4249-010).

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### 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 work as an administrator for Brookside Learning centre. The centre manager wants to look at the centre use each week. In order to do this you have created a spreadsheet to show the number of learners in each session.

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 **Centre Bookings** provided by your assessor.
- 3 Centre the heading **Brookside Learning Centre** and make it **bold**.  
Change the heading to font size **14**.
- 4 **Left align** the data labels in **A2:A13**.
- 5 **Right align** the cells **B2:D13**.
- 6 Save the file to your work area as **Centre Bookings 1**.

### Task B - Editing a spreadsheet

- 1 Enter the following information into the **Centre Bookings 1** spreadsheet:
  - In cell **B5** enter **11**
  - In cell **C10** enter **12**
  - In cell **D8** enter **6**
- 2 In cell **A15** enter the label **Weekly Totals**.  
Change the column width where necessary to display the heading in full.  
Format to match the other cells.
- 3 In cell **B15** use a **function** to total cells **B3:B14**.  
Replicate the **function** in cells **C15** and **D15**.  
Format to match the other cells.
- 4 Save the file as **Centre Bookings 2** in your work area.

Continued over...



## Task C - Displaying information in a spreadsheet

- 1 Using cells **A3:A13** as data labels and **B3:B13** as the data create a column chart with the title **Centre Bookings**.

Label the **X** axis **Week Commencing 28 Oct** and label the **Y** axis **Number of Learners**.  
Remove the legend.

Insert the chart below the data.

- 2 Print the spreadsheet to fit on **one** page.

Write your name, the date and **Printout 1** on the printout.

- 3 Using cells **B2:D2** as labels and **B15:D15** as data, create a 3D pie chart.

Add data labels showing the values.

Use the title **Total Weekly Bookings** and a legend.

Insert the 3D pie chart on a separate sheet.

- 4 Save the file to your work area as **Centre Bookings 3**.

- 5 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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