Level 1 Producing simple spreadsheets (7266/7267-003)

e-Quals
Assignment guide for Candidates
Assignment A

(This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software)

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Contents

Unit 003 - Producing simple spreadsheets Level 1
(This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software)

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Producing simple spreadsheets (7266/7267-003) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 producing simple spreadsheets (7266/7267-003). This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software.

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 and a half hours**.

Level 1 Producing simple spreadsheets (7266/7267-003) Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Using Formulas
- Task B - Inserting new information into a spreadsheet
- Task C - Sorting a spreadsheet
- Task D - Amending a spreadsheet

Scenario

You work for a small video company. New stock arrives on a regular basis. Some products do not sell as well as others.

Your manager has asked you to provide information that will allow them to make a decision regarding future stock ordering.

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

Task A - Using Formulas

1 Copy the **video** spreadsheet provided, into your work area and open it.

2 Right align column **C**.

3 Format columns **D:H** as currency (using local symbol) to 2 decimal places.

4 Replace the hyphen in **F1**, **Base-Price** to show an underscore.

5 Format the column titles to bold.

6 **Mark_Up** is 50% of the value in column D **Cost_Price**.

Enter a formula in **E2** which calculates the **Mark_Up**.

7 **Base_Price** is **Cost_Price** plus the **Mark_Up**. Enter a formula in **F2** which calculates the **Base_Price**.

8 VAT is charged at 17.5% of the **Base_Price**. Enter a formula in **G2** which calculates the **VAT**.

Continued over...

9 **Sale_Price** is the **Base_Price** plus the **VAT**. Enter a formula in **H2** which calculates the **Sale_Price**.

10 Copy your formulae in E2:H2 down for the rest of the items.

11 Save your spreadsheet as **video1**.

Task B – Inserting new information into a spreadsheet

1 New stock has arrived. Some of the titles are no longer on the spreadsheet. Add the following details at the bottom of the spreadsheet. Make sure **all** records are entered as shown.

Stk_No	Title	Certificate	Cost_Price	Mark_Up	Base_Price	VAT	Sale_Price	Genre	In_Stk
10004	Brotherhood of the Wolf	15	16.49					Action	10
10009	The Enemy Within	12	16.49					Suspense/Thriller	10
10011	Good Morning Vietnam	15	16.49					Comedy	10
10012	Interview with the Vampire	18	16.49					Drama	10
10014	The Lord of the Rings: The Motion Picture Trilogy	12	53.62					Fantasy	10
10015	The Matrix	15	16.49					Action	10
10017	Pitch Black	15	16.49					Horror	10
10020	Space Fury	15	16.49					Science-Fiction	10
10021	Stargate	PG	16.49					Science-Fiction	10
10026	Tremors	15	16.49					Action	10
10386	Reservoir Dogs	18	16.49					Action	10
10387	Solaris	12	16.49					Science-Fiction	10
10388	Stargate SG-1: Volume 13	PG	16.49					Science-Fiction	10
10389	Stargate SG-1: Volume 42	15	16.49					Science-Fiction	10
10390	Tombstone	15	16.49					Western	10

Save your spreadsheet as **video2**.

Continued over…

2 Some of the stock which arrived is already on the spreadsheet.

Adjust the number **In_ Stk** for the following to show the **In_Stk** level as 10.

Stk_No	Title	Certificate	Cost_Price	Mark_Up	Base_Price	VAT	Sale_Price	Genre	In_Stk
10001	2010: The Year We Make Contact	PG	16.49					Science-Fiction	
10006	Cleopatra	PG	20.62					Drama	
10018	RoboCop Trilogy	18	32.99					Science-Fiction	
10035	End of Days	18	16.49					Action	
10036	Equilibrium	15	16.49					Action	
10042	The Matrix Reloaded	15	20.62					Action	
10048	Stargate SG-1: Season 1	18	32.99					Science-Fiction	
10074	Star Trek: Insurrection	PG	16.49					Science-Fiction	
10090	Event Horizon	18	16.49					Horror	
10112	Ben-Hur	PG	16.49					Action	

3 Copy your formulas down to include the new stock items you have added.

Task C – Sorting a spreadsheet

1 Sort the spreadsheet descending on **In_Stk**.

2 Add **your name**, **date** and **Printout 1** as a footer.

Select the column headings and those items where the **In_Stk** is 10.

Set this as the print area and print only these items in landscape orientation. Make sure that all data is fully displayed.

3 Save your spreadsheet as **video3**.

Continued over ...

Task D – Amending a spreadsheet

1 In cell **K1** add a new column with the title **Reorder**.

2 In cell **K2** insert a function which shows the text **Reorder** if the stock is less than or equal to 5 but otherwise shows the text **Leave**.

3 Copy the function to the remaining rows.

4 In cell **L1** add a column with the title **Stock_Value**.

5 In cell **L2** add a formula that calculates the stock value for the item.
Stock_Value is **Base_Price** multiplied by **In_Stk.**

6 In cell **M1** add the title **Expected_Profit**.

7 Enter a formula that calculates the expected profit due for the item.
Expected_Profit is **Mark_Up** multiplied by **In_Stk.**

8 Copy these formulas for the remaining items.

9 Sort your spreadsheet in ascending order of **Stk_No**.

10 Under the last row of data for columns **L** and **M** add a function to total each column.

11 Format the totals as bold.

12 Save your spreadsheet as **video4**.

13 Change your view to formula view.

Add a footer to show **your name**, the **date** and **Printout 2**.

Select the top 10 rows and print the selection in landscape (showing gridlines and column headings). Fit to one page wide by one page tall.

Make sure that all of the data is fully displayed.

Save your spreadsheet as **video5**.

14 Turn off formula view..

Continued over…

15 Sort your spreadsheet in ascending order of genre. Create a column chart of the **Stock_Value** and the **Expected_Profit** for the genre **Animation** using the **Film Title** on the **X** axis and **£** on the **Y** axis. Ensure that the titles for each film are shown in full.

Give your graph the title **Stock Value and Profit – Animation**. Ensure the legend shows the correct details for each column and save as new sheet in your spreadsheet with the name **Animation**.

Insert a footer showing your **name**, the **date** and **printout 3**, print in landscape orientation ensuring that all data is fully displayed.

16 Save your spreadsheet as **video6**.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of Assignment

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