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

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e-Quals
Assignment guide for Candidates
Assignment B

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

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

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Level 1 Producing Simple Spreadsheets (7266/7267-003) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Producing simple spreadsheets (7266/7267/7267-003). 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 half hours

Assignment set up:

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 business that sells second-hand records. Your manager has requested that you keep an up to date account of the stock, which arrives on a regular basis. The data is used by both sales staff and the manager. The company policy is to reduce the price of old stock items and also offer a discount off the normal selling price for items over a certain value.

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

Task A - Using Formulas

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

2 Format columns **F:J** as currency (using local symbol) to 2 decimal places.

3 Centre align column **E** (ensure that the column maintains this alignment throughout).

4 Format the column titles to bold.

5 Replace the hyphen in **J1**, **Sale-Price** to show as an underscore.

6 **Mark_Up** is 50% of value in column **F2**, **Cost_Price**. Enter a formula in **G2** which calculates the **Mark_Up**.

7 **Base_Price** is **Cost_Price** plus the **Mark_Up**. Enter a formula in **H2** which calculates the **Base_Price**.

8 **VAT** is charged at **17.5%** of the **Base_Price**. Enter a formula in **I2** which calculates the **VAT**.

9 **Sale_Price** is the **Base_Price** plus the **VAT**. Enter a formula in **J2** which calculates the **Sale_Price**.

10 Replicate your formulas for the rest of the items.

11 Save your spreadsheet as **album1**.

Task B - Inserting new information into a spreadsheet

1 New stock has arrived. Add the following details at the bottom of the spreadsheet.

Ref	Artist	Title	Date_Added	In_Stock	Cost_Price	Mark_Up	Base_ Price	VAT	Sale_ Price
1285	Edgar Broughton Band	Wasa Wasa	05/11/2007	1	23.56				
1286	Ten Years After	Watt	05/11/2007	1	10.55				
1287	Incredible String Band	Wee Tam	05/11/2007	1	14.77				
1288	Traffic	Welcome to the Canteen	05/11/2007	1	5.59				
1289	Happy Mondays	Live	05/11/2007	1	4.30				
1290	Beatles	White Album	05/11/2007	1	12.75				
1291	Velvet Underground	White Light/White Heat	05/11/2007	1	5.56				
1292	Who	Who's Next	05/11/2007	1	9.99				
1293	Mitchell Joni	Wild Things Run	05/11/2007	1	13.44				
1294	Pink Floyd	Wish You Were	05/11/2007	1	28.55				
1295	Beatles	With the Beatles	05/11/2007	1	32.88				
1296	Yes	Yes	05/11/2007	1	9.34				
1297	Spooky Tooth	You Broke My	05/11/2007	1	23.44				
1298	Various Artists	You Can All Join In	05/11/2007	1	2.57				
1299	Bowie David	Ziggy Stardust	05/11/2007	1	8.33				

Make sure **all** records are entered as shown.

2 Save your spreadsheet as **album2**.

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

4 Some of the items have been sold. Adjust the **In_Stock** quantity of the following to **1**.

Ref	Artist	Title	Date_Added	In_Stock	Cost_Price	Mark_ Up	Base_ Price	VAT	Sale_ Price
1004	Chicken Shack	40 Blue Fingers	04/09/2007		15.78				
1006	Tyrannosaurus Rex	A Beard of Stars	23/07/2007		20.10				
1008	John Mayall	A Hard Road	01/04/2006		27.65				
1090	Deep Purple	Fireball	19/03/2007		10.63				
1093	Fleetwood Mac	Fleetwood Mac	14/06/2006		27.99				
1097	Lynyrd Skynyrd	Freebird	01/04/2007		5.93				
1102	Hendrix Jimi	Get that Feeling	04/08/2007		20.66				
1114	Slade	Greats	30/10/2007		5.34				
1122	Reo Speedwagon	Hi Fidelity	28/02/2007		8.33				
1134	Dylan Bob	John Wesley Harding	19/06/2007		10.76				

Task C - Sorting a spreadsheet

1 Sort the spreadsheet in ascending order on **In_Stock**.

2 Select the column headings and those items where **In_Stock** is **1**.

Set this as the print area and print only those items in landscape orientation ensuring that all data is fully displayed, showing your name, the date and **Printout 1** as a footer.

Print in landscape orientation ensuring that all data is fully displayed.

3 Save your spreadsheet as **album3**.

Task D - Using formulas and functions

1 In cell **K1** add a new column title **Offer_Discount**.

2 In cell **K2** insert a function which shows the expression **Yes** if the **Cost_Price** is **more than** or **equal to 25**, but otherwise shows **No**.

3 Copy the cell content to the other rows on the spreadsheet.

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

5 **Stock_Value** is **Base_Price** multiplied by **In_Stock**.

In **L2** add a formula that calculates the **Stock_Value** for the item.

6 In cell **M1** add a column title **Expected_Profit**.

7 **Expected_Profit** is **Mark_Up** multiplied by **In_Stock**. In **M2** add a formula that calculates the **Expected_Profit** for each item.

8 Copy these formulas for the remaining items on your spreadsheet. Format **all** cells containing **monetary value** as **currency** with **2** decimal places.

9 Sort your spreadsheet in descending order of **Sale_Price**.

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

11 Format the totals as bold.

12 Save your spreadsheet as **album4**.

13 Sort the spreadsheet ascending on **Artist**.

14 Set the print area to cover the rows for all artists from the **Yardbirds** to **ZZ Top** and your totals.

15 Save your spreadsheet as **album5**.

16 Change your view to formula view.

Print the area showing your formulas with both gridlines and row and column headings.

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

Print in landscape orientation, ensuring that all data is fully displayed.

17 Turn off formula view.

18 Create a single line graph using the **Stock_Value** and the **Expected_Profit** for Artist **Beatles.** Use the **Titles** on the **X** axis and **£** on the **Y** axis. Ensure that the album titles are shown in full.

Give your graph the title **Stock Value and Profit – Beatles**.

Ensure the legend shows the correct details for each line and save as a new sheet in your spreadsheet with the name **Beatles**.

Insert a footer showing your name, the date and **Printout 3**.

Print in landscape orientation ensuring that all data is fully displayed.

19 Save your spreadsheet as album6.

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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