Level 2 Designing and creating spreadsheets (7266/7267-023)

e-Quals
Assignment guide for Candidates
Assignment A

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Level 2 Designing and creating spreadsheets (7266/7267-023) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating spreadsheets (7266/7267-023).

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 **two hours**.

Level 2 Designing and creating spreadsheets (7266/7267-023) Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Import and edit a file
- Task B - Use formulas and functions
- Task C - Extract and print data

Scenario

You work for a small video company, new stock arrives on a frequent basis and some stock does not sell as well as others. Your manager has asked you to provide information which will allow them to make a decision regarding future stock ordering.

Save your files frequently (at least after each task) with suitable version control numbering to enable you to revert to a previous spreadsheet should you need to.

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

Task A

1 Open your spreadsheet software with a new blank spreadsheet.

2 Import the file **video.csv** into a worksheet starting at A1.

3 Insert 4 columns after column G, name these columns **Mark_Up**, **B_Price**, **S_Price** and **Profit**.

4 Format columns F, I and J **only** as local currency to 2 decimal places.

5 Merge and centre the contents of the cell **Monthly Sales** across the range for the months and format to bold.

6 Centre align and embolden the column titles in row 2.

7 Align the contents of column C, below the title to the right, so the text is in line with the remainder of the column.

8 Into a new work sheet import the file **code**.**csv** starting at cell A1.

9 Save your workbook with the name **Video1**.

Continued over …

Task B

1 In cell H3 enter a formula/function that uses the range of your second worksheet to calculate the **Mark_Up**, using the contents of the **code** column and adapt the formula/function for replication where required.

2 In I3 enter a formula/function that calculates the **B_Price** (Base Price) from the **P_Price** (Purchase Price) using the multiplier in the **Mark_Up** column.

Ensuring that your formula/function is suitable for replication where required.

3 VAT is levied at 17.5%. In J3 **S_Price** (Sale Price) enter a formula/function which uses the value in **B_Price** to calculate the **S_Price.**

Ensuring that your formula/function is suitable for replication where required.

4 Profit to the company is the difference between **B_Price** and **P_Price**, in K3 enter a formula/function which calculates this difference.

Ensuring that your formula/function is suitable for replication where required.

5 The **S_Year** (Sales/Year) is the sales for each month combined, insert a function in X3 that calculates the **S_Year**.

Ensuring that your formula/function is suitable for replication where required.

6 The target sales per year is 50 and the re-order level is 10, in X1 enter the value 50 and in Y1 the value 10.

7 You need to re-order larger quantities of the best selling books.

Using the values in X1 and Y1, in Y3 insert a function that uses the results in **S_Year** to order 5 copies of an item when the **S_Year** is less than or equal to the target and the **In_Stk** is less than or equal to the re-order level but otherwise orders the **value** in the re-order level, ensuring that your function is suitable for replication where required.

8 In Z3 (Flag) enter a function that tests if the value for the **S_Year** column is less than or equal to the target sales per year and the **P-Price** is greater than or equal to £10, which returns a note **Discount?** but otherwise leaves the cell blank.

Ensuring that your formula/function is suitable for replication where required.

9 Replicate the formula/functions you have entered in H:K and X:Z for all items in your spreadsheet.

10 Save your worksheet with the name **Video2**.

Continued over…

Task C

1 To enable the spreadsheet to be read more easily you are required to apply conditional formatting that displays the information in a **Bold/Red** font when certain conditions are met.

In **Z1** type the heading "**Discount**?" For column Z apply conditional formatting using a Bold/Red font where the cell equals **Z1**

2 Apply the same conditional formatting to the range that covers the months where videos have **zero** sales.

3 The manager requires a report in order to make a decision regarding the reorder of those items where the sales have been low.

Using standard filtering techniques filter your spreadsheet so that those items that fulfil the conditions in column **Z** are visible but all other items are hidden.

4 Set your print area to the area displayed and print in landscape format fit to one page wide by one page high, showing row and column headings and gridlines.

Insert a footer containing **the date**, **your name** and **Printout 1** and print this document.

5 Using the same area produce a formula printout in the same format but fit to 1 page high by 2 pages wide.

Ensure that all of your data is fully displayed and contents fit the columns, change the details of the footer to show **Printout 2**.

6 Revert to an unfiltered standard view.

7 The manager would like to know which are the top selling current titles this year and what the **cumulative spend** is against the **cumulative profit**.

Add the column title **C_Spend** (Cumulative Spend) in AA2 and format as centred and bold. In AA3 insert a formula that uses the data in **P_Price** and **S_Year** which calculates the **C_Spend**, ensuring that your formula/function is suitable for replication where required.

8 Add the column title **C_Profit** (Cumulative Profit) in AB2 and format as centred and bold.

In AB3 insert a formula that uses the data in **Profit** and **S_Year** which calculates the **C_Profit**, ensuring that your formula/function is suitable for replication where required.

Replicate AA3 and AB3 for all data items and format both columns to currency to 2 decimal places.

Continued over…

9 Sort the spreadsheet ascending on **S_Year**. Save your spreadsheet as **Video3**

10 Using the film titles as labels, provide a line graph of **cumulative spend** against **cumulative profit** with a suitable legend to identify the series for all films that sold more than 80 copies.

The graph title should be **Top 20 Sellers this Year** the X axis should be titled **Film** and the Y axis as **£**.

Show the graph on the same worksheet as the data.

Resize the graph to ensure all titles are fully displayed when printed in portrait orientation. Insert a footer containing **the date**, **your name** and **Printout 3** and print the graph.

11 Save your spreadsheet as **Video 4** and close your spreadsheet files.

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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