Level 3 Designing and producing spreadsheets to analyse information (7266/7267-043)

e-Quals
Assignment guide for Candidates
Assignment B
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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800 www.cityandguilds.com
F +44 (0)20 7294 2400 learnersupport@cityandguilds.com
About this document
This assignment comprises all of the assessment for Level 3 Designing and producing spreadsheets to analyse information (7266/7267-043).

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 and a half hours.
Level 3 Designing and producing spreadsheets to analyse information (7266/7267-043)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

This assignment is made up of four tasks

- Task A - Setting up the spreadsheet and naming ranges
- Task B - Entering formula and functions to achieve required results
- Task C - Look ups and message insertion
- Task D - Using macros to automate

Scenario

You work for a kitchen supplier and have been asked to put together a spreadsheet that will enable costs and profit margins to be analysed.

You have been asked to ensure during the set up that data input is limited to certain fields only so that data integrity is maintained.

When creating your spreadsheets you should check all data validation that you use by using test data.

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

Task A – Setting up the spreadsheet and naming ranges

1 Create a folder in your work area or on removable storage media, with the name kitchen.
   Open a spreadsheet application with a new blank spreadsheet.
   Save this in your kitchen folder with the filename orders.

2 Create three worksheets in the orders spreadsheet with the names:
   - items
   - suppliers
   - supplier order form.

Continued over...
3 Import the comma delimited files named items.csv into the items worksheet, starting at cell A1.

Import the file called suppliers.csv into the suppliers worksheet, starting at cell A1.

Import the file called supplier order form.csv into the supplier order form worksheet, starting at cell A1.

4 Delete any named ranges from all worksheets that may have been created when importing the three files.

5 In the items worksheet create the following named cells and ranges:

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>item_ref</td>
<td>A3:A29</td>
</tr>
<tr>
<td>style</td>
<td>B3:B29</td>
</tr>
<tr>
<td>stock</td>
<td>A3:F29</td>
</tr>
<tr>
<td>costprice</td>
<td>F3:F29</td>
</tr>
<tr>
<td>markup</td>
<td>G3:G29</td>
</tr>
<tr>
<td>salesq1</td>
<td>H3:H29</td>
</tr>
<tr>
<td>salesq2</td>
<td>I3:I29</td>
</tr>
<tr>
<td>salesq3</td>
<td>J3:J39</td>
</tr>
<tr>
<td>salesq4</td>
<td>K3:K29</td>
</tr>
<tr>
<td>target</td>
<td>L3:L29</td>
</tr>
<tr>
<td>opcost</td>
<td>O6</td>
</tr>
<tr>
<td>dijon</td>
<td>O8</td>
</tr>
<tr>
<td>lyon</td>
<td>O9</td>
</tr>
<tr>
<td>paris</td>
<td>O10</td>
</tr>
</tbody>
</table>

In the suppliers worksheet create a named range called supplier for cells A2:L4

In the supplier order form worksheet create a named range called reference for cells A15:A23.

6 In cell N7 add the title Range MarkUp.

Delete the word MarkUp from cells N8:N10 and right align the remaining text (Dijon, Lyon and Paris).

Task B – Entering formula and functions to achieve required results

1 On the Items worksheet, create a function in cell G3 that will automatically update the Mark Up price according to the style name used in column B.

Format the data under Mark Up as currency to two decimal places showing the local currency symbol.

Replicate this formula, according to the style, down to cell reference G29.
In cell **O4**, referring to the data in column **A**, enter a function that will calculate and display the total number of items available.

In cell **O6**, enter a formula that will display the operating costs per item based on the combined fixed and variable costs shown in **O2:O3** and the total number of lines stocked.

Format the cells as currency to two decimal places, showing the local currency symbol.

In cell **L3**, enter a function that will display the quarterly target break even sales.

The annual break even sales are the opcost which is an annual cost, based on the annual operating costs per item divided by markup.

Calculate the quarterly sales rounded up to the nearest whole number with no decimal places. Use the relevant named ranges in the function.

Replicate this function down to cell reference **L29**.

In cell **M3**, enter a function that will calculate and display the message On Target if the values shown in **SalesQ1**, **SalesQ2**, **SalesQ3** and **SalesQ4** are all equal to or greater than the value displayed in **Target Breakeven Sales per Qtr**. Otherwise display the message Revise Mark Up.

Use the relevant named ranges in the function.

Check your work and ensure that all formulas and functions have been replicated down to row 29 and save your spreadsheet as **orders 1**.

Set the print settings for the **items** worksheet to display gridlines, row headings, column headings, formulas so that all data can be seen and set to fit on one page wide in landscape orientation.

Insert a footer containing your name, the date and orders 2.

Save the spreadsheet as **orders 2**.

Return to the **orders 1** spreadsheet and on the **suppliers** worksheet, insert a new column between **Last Name** and **Company**.

Label the new column **Contact**. In cell **E2**, using an appropriate formula or function, combine the data shown in **B2:D2** ensuring that there is a space between each of the three separate sets of data.

Replicate the function down to **E4** and save the spreadsheet as **orders 3**.

Copy the data in the **Contact** column (**E2:E4**) and paste the data back to the same area/range, so that the cell contents display the resulting information rather than the original formula or function. Delete columns **B:D**.

Resave your spreadsheet as **orders 4**.
Task C – Look ups and message insertion

1. In cell F4 on the suppliers order form worksheet, enter a function that will automatically display the current date.

   Format the date to display in the format **01 January 20XX**.

2. Merge and left align cells **B5:D5** and repeat the merge for the rows 6 to 12 in columns B to D.

   In cell **A14**, insert the comment:

   **Only enter the same reference letters, create separate orders if reference letters differ.**

3. Create a data validation rule for cells **A15:A23**, limit the list to that of the named range **item_ref**.

   In cell **A15**, using the drop down arrow, select **D001**.

4. In cell **B15**, enter a function that will display an empty cell if the named range **reference** is blank, but otherwise lookups **reference** from the stock named range to display the name of the style based on the reference displayed in **A15**.

   Replicate and adjust the function across the range **C15:F15** inclusive.

5. In cell **B5** on the suppliers order form worksheet, enter a function that will display an empty cell if **A15** is blank, but otherwise looks up **B15** from the suppliers named range and returns the **Contact** information. Ensure your function is suitable for replication and if so replicate the function down to cell **B12**.

   Adjust the lookup column value as required.

   Save your worksheet as **orders 5**.

6. Set a data validation for cell **G15** to only accept the values 1 to 10 as whole numbers.

   Set the cells to display an error alert warning message for any other value. Give the error alert the title: **Check Quantity!** Display the message: **Are you sure you have entered the correct quantity?**

   Check that your warning message works then replicate the validation rule down the range to **G23**.

   After you have done this enter a value of **5** in cell **G15**.

7. In cell **H15** enter a function that will display an empty cell if named range **reference** is blank, but will otherwise calculate and display the item total based on **Cost Price** and **Qty**.

   Replicate the function down to row **H23**.
Continued over ...

8 In cell H24, enter a function that will calculate and display the **Nett total**.

In cell H25, enter a formula that will calculate and display the **VAT** based on **Nett** and the **VAT** rate.

In cell H26, enter a formula that will calculate and display the **Gross total** based on **Nett** and **VAT**.

Format **all** cells that will display currency amounts as currency to two decimal places and showing the local currency symbol.

Format G25 as a percentage to 1 decimal place.

9 In cell A16 select D006 and in cell G16 enter 2.

In cell A17 select D008 and in cell G17 enter 1.

Shade the cells that are for end user data entry using a pale colour of your choice. All text **must** be clearly visible.

Adjust the column widths of B:E to 13 and centre align the contents of B14:G23.

10 Further enhance the **suppliers** order form to your own design by making a **minimum** of 3 changes to the spreadsheet.

Ensure all text remains clearly visible.

Save your worksheet as **orders 6**.

**Task D – Using macros to automate**

1 Create a macro named **PrintOrder** that selects the range of cells A1:H26 on the **suppliers order form** worksheet and prints the selection on one page only.

Create a button on the **suppliers order form** worksheet and assign the **PrintOrder** macro to it.

Display the text **Print Order** using an Arial, 18pt, bold, Red format on the button.

Amend the footer information to display **your name** and **today's date**.

Use the macro button to print the order form.

2 Create a macro called **Clear** that will delete all data input cells that contain data.

Create a button on the **suppliers order form** worksheet and assign the **Clear** macro to it.

Amend the text on the button to display **Clear Form** in Arial, 18pt, bold and Red.

3 On the **items** worksheet hide columns G, N and O.

Protect the entire spreadsheet apart from the data entry areas and cell A14 on the **suppliers order form** worksheet.
Allow users to have access only to the unlocked cells and do not password protect the spreadsheet.

Continued over...

4. Save your spreadsheet as **orders 7**.

   Check your work and ensure that spreadsheets **orders** to **orders 7** are saved in the folder **kitchen** that you created.

   Close all open applications and shut down the computer.

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**