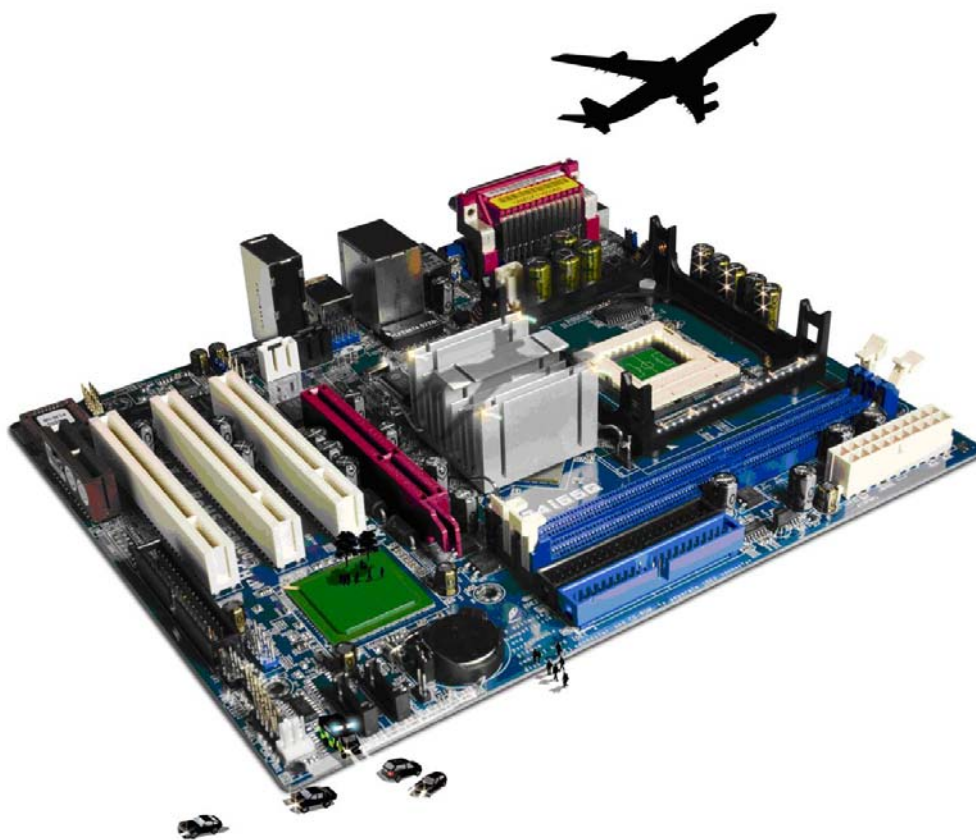


Level 1- IT Software Fundamentals (ISFFS 7574-112)

ITQ (QCF)

Assignment guide for Candidates

Assignment B



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Level 1 - IT Software Fundamentals (ISFFS 7574-112)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 IT Software Fundamentals (ISFFS 7574-112).

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 - IT Software Fundamentals (ISFFS 7574-112)

Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Set up
- Task B - Spreadsheet layout and function
- Task C – Spreadsheet manipulation

Scenario

You work as an administrator for WebCars, a local car sales company. Your manager is concerned about the number of cars that appear to be either unsold or are awaiting collection. She intends to keep a regular check on both stock and income but needs someone to create a spreadsheet to start this process.

You have been asked to create a single sheet spreadsheet, or a suitable alternative, using some existing data, from which a decision will be made about its continued use.

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

Task A –Set up

- 1 Create a folder/directory with the name **WebCars** in your local area or on removable media.
- 2 Current stock details have been saved as a comma delimited text file (**WebCars.txt**).

Locate this file, provided by your assessor, and copy it to your **WebCars** folder.

- 3 Open a suitable software application and open it.

Import the **WebCars.txt** starting at cell reference **B2**.

- 4 Rename the worksheet as **Qrt1** and save the spreadsheet as **WebCars1** in your **WebCars** folder.

Continued over...

Task B – Spreadsheet layout and function

- 1 Insert additional column headings for cells **K2** and **L2**. They are **Sales** and **Stock**.
- 2 In cell **K3**, enter a function that checks to see if the value in cell **I3** is equal to 'Y'.
If it **does** then the value contained in **H3** is entered into **K3**.
If it **does not** enter 0.
- 3 In cell **L3**, enter a function that checks to see if the value in cell **I3** is equal to 'N'.
If it **does** then the value contained in **H3** is entered into **L3**.
If it **does not** enter 0.
- 4 Replicate the function entered in cell **K3** down to cell **K42**.
- 5 Replicate the function entered in cell **L3** down to cell **L42**.
- 6 In cell **J43** enter the text **Total**.
- 7 Centre the text in cells **I3:I42**.
- 8 Format all amounts in columns **H**, **K** and **L** to currency, using the local currency symbol (eg £) and to two decimal places.
- 9 Adjust all column widths to ensure that all text and values are visible.
- 10 Sort the rows in the range **B3:L42** by the make of vehicle, in ascending order.
- 11 In cell **K43** enter a function that adds all values in the range **K3:K42**.
- 12 Replicate the formula to total the values for column **L**.
- 13 Check that the values in **K43** and **L43** are set to currency, using the local currency symbol (eg £) and to two decimal places.
- 14 In cell **J44** enter the text **Total Assets**.
- 15 In cell **K44** enter a formula that adds the two calculated totals for columns **K** and **L**.

Continued over...

- 16 Ensure that all text is formatted to Arial, 10pt
Check that all text and values are still visible and change if necessary.
- 17 Save the spreadsheet as **WebCars2** into the folder **WebCars**.

Task C – Spreadsheet manipulation

- 1 Sort the data in column **I3:143** in ascending.
- 2 For only the sold vehicles (**Y**) sort by **Make**.
- 3 For only the unsold vehicles sort those by **Make**.
- 4 Make the column headings in row 2 bold and right align the text.
- 5 At cell **A1** insert a row.
- 6 For unsold **Ford** cars only sort the vehicles by the number of seats in descending order.
- 7 Make the totals in rows **44** and **45** bold.
- 8 Merge cells **D1:J1**.
- 9 In cells **D1:J1** enter the text **WEBCARS** formatted to Arial 18pt and centred. Check that all text is clearly visible.
- 10 In cell **N1** insert either a picture or clip art of a car. Format the height to be 4cm, maintaining the aspect ratio.
- 11 Fill the area in the range **A1:R46** to a light yellow colour.
- 12 Enter *your name* and *today's date* as a footer.
- 13 Check your work and save the spreadsheet as **WebCars3** into your **WebCars** folder.

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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