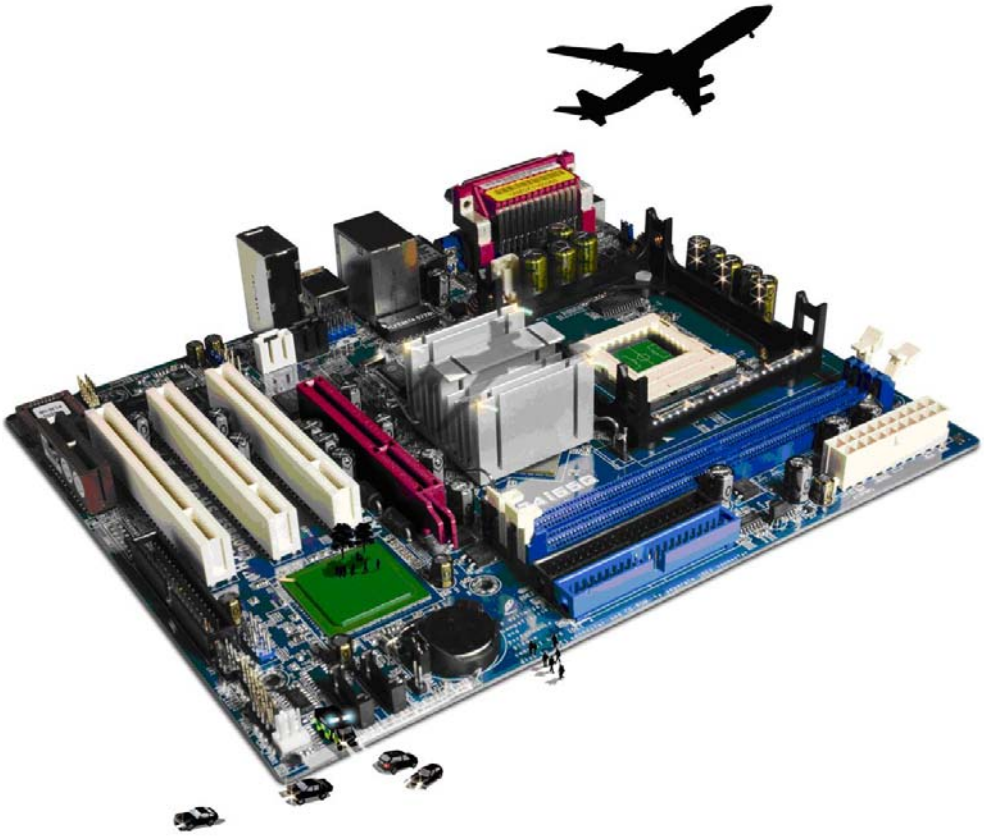
# Level 1- IT Software Fundamentals (ISFFS 7574-112)

## ITQ (QCF)
## Assignment guide for Candidates
Assignment B

www.cityandguilds.com
January 2010
Version 1.0



**About City & Guilds**
City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

**City & Guilds Group**
The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

**Equal opportunities**
City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

**Copyright**
The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

**Publications**
City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

**City & Guilds**
**1 Giltspur Street**
**London EC1A 9DD**
**T +44 (0)20 7294 2800**
**F +44 (0)20 7294 2400**
**www.cityandguilds.com**
**learnersupport@cityandguilds.com**

# Contents

**Unit 112 – Level 1 IT Software Fundamentals**

Assignment B


| | |
|---|---|
| Introduction – Information for Candidates | 2 |
| Candidate instructions | 3 |

# 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

**Published by City & Guilds**
**1 Giltspur Street**
**London**
**EC1A 9DD**
**T +44 (0)20 7294 2468**
**F +44 (0)20 7294 2400**
**www.cityandguilds.com**

City & Guilds is a company registered in England and Wales (company number 16513878)