Level 1 Spreadsheet software (7574-127)

ITQ Assignment guide for Candidates
Assignment C
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Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Spreadsheet software (7574-127).

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 Spreadsheet software (7574-127)
Candidate instructions

Time allowance: one and a half hours

The assignment:

This assignment is made up of four tasks

- Task A - Using formulae
- Task B - Inserting new information into a spreadsheet
- Task C - Sorting a spreadsheet
- Task D - Amending a spreadsheet

Scenario

You work in a bookstore. The store has been open for only a few months and your employer wants your help in understanding the re-ordering pattern.

New books arrive regularly in batches. Some books do not sell as well as others. Your employer has asked you to look at the sales sheet, maintain accounts and analyze the pattern. In order to stock up on the best-selling books your employer has also asked you to discount old books, which satisfy a certain criteria.

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

Task A – Using Formulae

1. Copy the Sales spreadsheet provided by your assessor, into your work area, and open it.
2. Check if all the columns are center aligned; if not, align it.
3. Format all columns, involving monetary value, as currency (using local symbol) to 2 decimal places.
4. Mark_Up is 35% of value in Cost_Price. Enter a formula in G2 which calculates the Mark_Up.
5. Base_Price is Cost_Price plus the Mark_Up. Enter a formula in H2 which calculates the Base_Price.
6. Tax is charged at 5% of the Base_Price. Enter a formula in I2 which calculates the Sale_Price.
7. Sale_Price is the Base_Price plus the tax. Enter a formula in J2 which calculates the Sale_Price.
8 Replicate this formula in F2:J2 for the rest of the books.

9 Save your spreadsheet as Books1.

**Task B – Inserting new information into a spreadsheet**

1 New books have arrived. Add the following details to your spreadsheet.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Name</th>
<th>Author</th>
<th>Year_Released</th>
<th>In_Stock</th>
<th>Cost_Price</th>
<th>Base_Price</th>
<th>VAT</th>
<th>Sale_Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1165</td>
<td>Don Quixote</td>
<td>Miguel Cervantes</td>
<td>2005</td>
<td>2</td>
<td>10.76</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1166</td>
<td>Pilgrim’s Progress</td>
<td>John Bunyan</td>
<td>2005</td>
<td>2</td>
<td>15.35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1167</td>
<td>Robinson Crusoe</td>
<td>Daniel Defoe</td>
<td>2005</td>
<td>4</td>
<td>25.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1168</td>
<td>Gulliver’s Travels</td>
<td>Jonathan Swift</td>
<td>2005</td>
<td>4</td>
<td>28.83</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1169</td>
<td>Tom Jones</td>
<td>Mitchell David</td>
<td>2007</td>
<td>5</td>
<td>20.99</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1170</td>
<td>Clarissa</td>
<td>Henry Fielding</td>
<td>2003</td>
<td>5</td>
<td>18.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1171</td>
<td>Tristram Shandy</td>
<td>Laurence Sterne</td>
<td>2006</td>
<td>3</td>
<td>15.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1172</td>
<td>Dangerous Liaisons</td>
<td>Jane Austen</td>
<td>2008</td>
<td>25</td>
<td>10.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make sure all records have been entered.

2 Save your spreadsheet as Books2.

3 Copy your formulae down to the new cells and fill up all columns (i.e. step 4 to 8).

4 Some of the books which have arrived are already on the spreadsheet. Adjust the In_Stock number to 8.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Name</th>
<th>Author</th>
<th>Year_Released</th>
<th>In_Stock</th>
<th>Cost_Price</th>
<th>Base_Price</th>
<th>VAT</th>
<th>Sale_Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1134</td>
<td>A Gap of Time</td>
<td>Winterson Jeanette</td>
<td>2005</td>
<td>2</td>
<td>10.76</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1135</td>
<td>The Secret Chord</td>
<td>Brooks Geraldine</td>
<td>2005</td>
<td>2</td>
<td>15.35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1136</td>
<td>The Heart Goes Last</td>
<td>Atwood Margaret</td>
<td>2005</td>
<td>2</td>
<td>10.78</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1137</td>
<td>The Story of My Teeth</td>
<td>Luiselli Valeria</td>
<td>2005</td>
<td>2</td>
<td>15.83</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Task C – Sorting a spreadsheet

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

2. Select the column headings and those items where **In_Stock** is 5.
   
   Set this as the print area and print the items in landscape mode ensuring data is fully displayed, showing your name, date and **PrintoutOne** as a footer.

3. Save the spreadsheet as **Books3**.

Task D – Amending a spreadsheet

1. In cell **K1**, add a new column called **Discount**.

2. Insert the function in cell **K2** that shows the expression **Yes** if the **Year_Released** is prior to 2003, otherwise show as **No**.

3. In cell **L1**, add a new column called **Reorder**.

4. Insert a function in cell **L2**, which shows the expression **Reorder** if the **In_Stock** is less than 3, but otherwise show as **Stocked**.

5. In cell **M1**, add a new column called **Stock_Value**. Format as currency.

6. Insert a formula in cell **M2** that calculates the stock value for the item. **Stock_Value** is **Base_Price** multiplied by **In_Stock**.

7. In cell **N1**, add a new column called **Expected_Profit**. Format as currency.

8. Insert a formula in cell **N2** that calculates the expected profit for the item. **Expected_Profit** is **Mark_Up** multiplied by **In_Stock**.

9. Copy the formulae to the remaining cells.

10. Add a function to calculate the totals of columns **M** and **N**, under the last row of data.

11. Italicize the totals. Centre align all the columns.

12. Save your spreadsheet as **Book4**.
13 Sort the spreadsheet descending on **Author**.

14 Change the view to formula view.

   Add a footer to show your name, the date and **PrintoutTwo**.

   Select the top 8 rows and print the selection in landscape orientation.
   (show gridlines and column headings)

   Fit to one page wide by one page tall

   Make sure all of the data is fully displayed.

15 Save your spreadsheet as **Book5** and then turn off formula view.

16 Insert a new worksheet and name it **Graph**

   Copy all data associated with **Flynn Gillian from Sheet1**
   Name columns as needed.

   Create a single line graph using the **Stock_Value** and the **Expected_Profit** for Author **Flynn Gillian**.

   Using the Book **Names** on the X axis and **£** on the Y axis.

   Ensure the book names are shown fully.

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

   Ensure the legend shows the correct details for each column.
   Insert a footer showing your name, the date and **PrintoutThree**.

   Fit to one page wide by one page tall

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

17 Save your spreadsheet as **Book6**.

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**