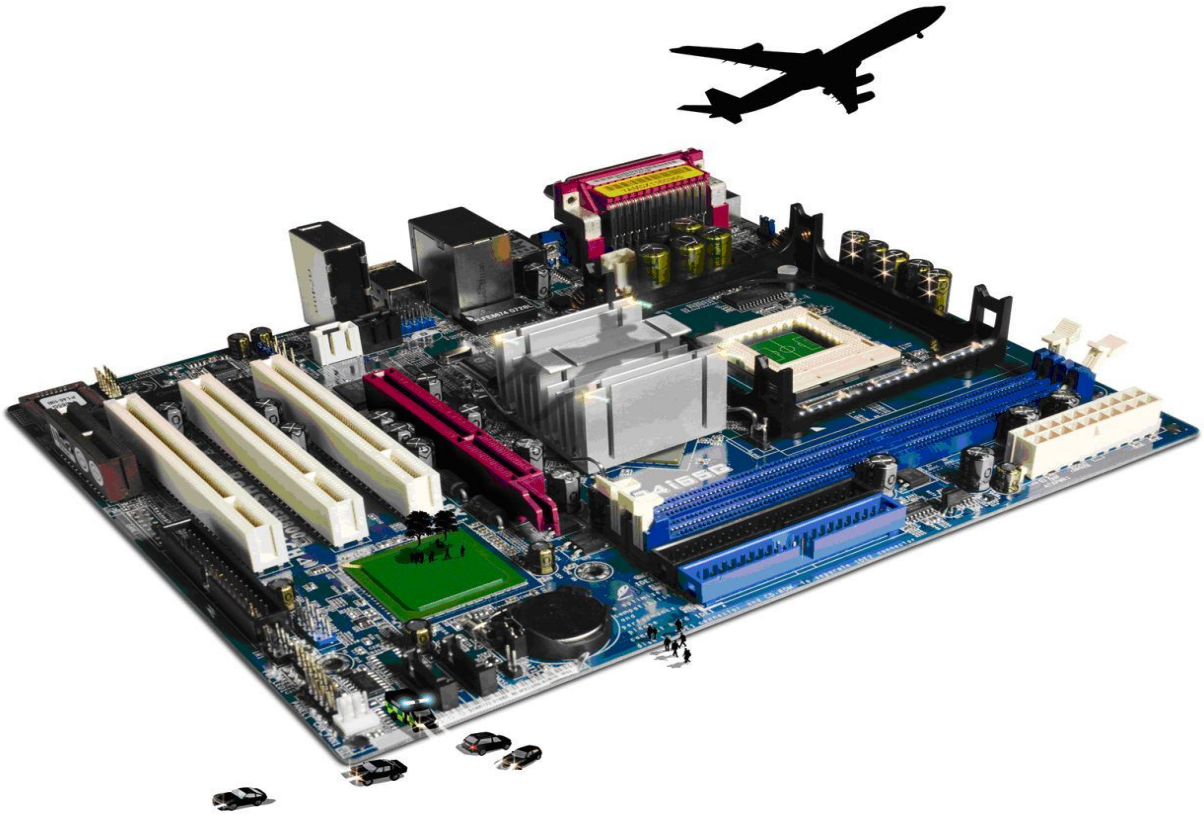
Level 1 Spreadsheet software (7574-127)

ITQ
Assignment guide for Candidates
Assignment C

www.cityandguilds.com
February 2018
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)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 127 – Spreadsheet software Level 1

Assignment C

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Spreadsheet software (7574-127) Assignment C

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 H**2** 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.

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

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**.

Ref	Name	Author	Year_Released	In_Stock	Cost_Price	Base_Price	VAT	Sale_Price
1134	A Gap of Time	Winterson Jeanette	2005		10.76			
1135	The Secret Chord	Brooks Geraldine	2005		15.35			
1136	The Heart Goes Last	Atwood Margaret	2005		10.78			
1137	The Story of My Teeth	Luiselli Valeria	2005		15.83			

1138	Slade House	Mitchell David	2006		20.99			
1139	You Too Can Have a Body Like Mine	Kleeman Alexandra	2006		8.00			
1140	Between the World and Me	Coates Ta-Nehisi	2006		15.90			
1141	Paulina & Fran	Glaser Rachel B.	2006		10.50			

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 lessthan **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

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000 (Centres)
T +44 (0)844 543 0033 (Learners)
www.cityandguilds.com

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