Level 1 Producing simple spreadsheets (7266/7267-003)

e-Quals
Assignment guide for Candidates
Assignment A
(This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software)
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(This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software)

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Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 producing simple spreadsheets (7266/7267-003). This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software.

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 Producing simple spreadsheets (7266/7267-003)
Candidate instructions

Time allowance: one and a half hours

The assignment:

This assignment is made up of four tasks

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

Scenario

You work for a small video company. New stock arrives on a regular basis. Some products do not sell as well as others.

Your manager has asked you to provide information that will allow them to make a decision regarding future stock ordering.

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

Task A - Using Formulas

1. Copy the video spreadsheet provided, into your work area and open it.

2. Right align column C.

3. Format columns D:H as currency (using local symbol) to 2 decimal places.

4. Replace the hyphen in F1, Base-Price to show an underscore.

5. Format the column titles to bold.

6. Mark_Up is 50% of the value in column D Cost_Price. Enter a formula in E2 which calculates the Mark_Up.

7. Base_Price is Cost_Price plus the Mark_Up. Enter a formula in F2 which calculates the Base_Price.

8. VAT is charged at 17.5% of the Base_Price. Enter a formula in G2 which calculates the VAT.

Continued over...
9 Sale_Price is the Base_Price plus the VAT. Enter a formula in H2 which calculates the Sale_Price.

10 Copy your formulae in E2:H2 down for the rest of the items.

11 Save your spreadsheet as video1.

Task B – Inserting new information into a spreadsheet

1 New stock has arrived. Some of the titles are no longer on the spreadsheet. Add the following details at the bottom of the spreadsheet. Make sure all records are entered as shown.

<table>
<thead>
<tr>
<th>Stk_No</th>
<th>Title</th>
<th>Certificate</th>
<th>Cost_Price</th>
<th>Mark_Up</th>
<th>Base_Price</th>
<th>VAT</th>
<th>Sale_Price</th>
<th>Genre</th>
<th>In_Stk</th>
</tr>
</thead>
<tbody>
<tr>
<td>10004</td>
<td>Brotherhood of the Wolf</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action</td>
<td>10</td>
</tr>
<tr>
<td>10009</td>
<td>The Enemy Within</td>
<td>12</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Suspense/Thriller</td>
<td>10</td>
</tr>
<tr>
<td>10011</td>
<td>Good Morning Vietnam</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Comedy</td>
<td>10</td>
</tr>
<tr>
<td>10012</td>
<td>Interview with the Vampire</td>
<td>18</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Drama</td>
<td>10</td>
</tr>
<tr>
<td>10014</td>
<td>The Lord of the Rings: The Motion Picture Trilogy</td>
<td>12</td>
<td>53.62</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fantasy</td>
<td>10</td>
</tr>
<tr>
<td>10015</td>
<td>The Matrix</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action</td>
<td>10</td>
</tr>
<tr>
<td>10017</td>
<td>Pitch Black</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Horror</td>
<td>10</td>
</tr>
<tr>
<td>10020</td>
<td>Space Fury</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
<td>10</td>
</tr>
<tr>
<td>10021</td>
<td>Stargate</td>
<td>PG</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
<td>10</td>
</tr>
<tr>
<td>10026</td>
<td>Tremors</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action</td>
<td>10</td>
</tr>
<tr>
<td>10386</td>
<td>Reservoir Dogs</td>
<td>18</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action</td>
<td>10</td>
</tr>
<tr>
<td>10387</td>
<td>Solaris</td>
<td>12</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
<td>10</td>
</tr>
<tr>
<td>10388</td>
<td>Stargate SG-1: Volume 13</td>
<td>PG</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
<td>10</td>
</tr>
<tr>
<td>10389</td>
<td>Stargate SG-1: Volume 42</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
<td>10</td>
</tr>
<tr>
<td>10390</td>
<td>Tombstone</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Western</td>
<td>10</td>
</tr>
</tbody>
</table>

Save your spreadsheet as video2.

Continued over...
2  Some of the stock which arrived is already on the spreadsheet.

Adjust the number In_Stk for the following to show the In_Stk level as 10.

<table>
<thead>
<tr>
<th>Stk_No</th>
<th>Title</th>
<th>Certificate</th>
<th>Cost_Price</th>
<th>Mark_Up</th>
<th>Base_Price</th>
<th>VAT</th>
<th>Sale_Price</th>
<th>Genre</th>
</tr>
</thead>
<tbody>
<tr>
<td>10001</td>
<td>2010: The Year We Make Contact</td>
<td>PG</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
</tr>
<tr>
<td>10006</td>
<td>Cleopatra</td>
<td>PG</td>
<td>20.62</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Drama</td>
</tr>
<tr>
<td>10018</td>
<td>RoboCop Trilogy</td>
<td>18</td>
<td>32.99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
</tr>
<tr>
<td>10035</td>
<td>End of Days</td>
<td>18</td>
<td>16.49</td>
<td></td>
<td></td>
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<td></td>
<td>Action</td>
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<tr>
<td>10036</td>
<td>Equilibrium</td>
<td>15</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action</td>
</tr>
<tr>
<td>10042</td>
<td>The Matrix Reloaded</td>
<td>15</td>
<td>20.62</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action</td>
</tr>
<tr>
<td>10048</td>
<td>Stargate SG-1: Season 1</td>
<td>18</td>
<td>32.99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
</tr>
<tr>
<td>10074</td>
<td>Star Trek: Insurrection</td>
<td>PG</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Science-Fiction</td>
</tr>
<tr>
<td>10090</td>
<td>Event Horizon</td>
<td>18</td>
<td>16.49</td>
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<td></td>
<td></td>
<td>Horror</td>
</tr>
<tr>
<td>10112</td>
<td>Ben-Hur</td>
<td>PG</td>
<td>16.49</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action</td>
</tr>
</tbody>
</table>

3  Copy your formulas down to include the new stock items you have added.

**Task C – Sorting a spreadsheet**

1  Sort the spreadsheet descending on In_Stk.

2  Add your name, date and Printout 1 as a footer.

Select the column headings and those items where the In_Stk is 10.

Set this as the print area and print only these items in landscape orientation. Make sure that all data is fully displayed.

3  Save your spreadsheet as video3.
Task D – Amending a spreadsheet

1. In cell K1 add a new column with the title **Reorder**.

2. In cell K2 insert a function which shows the text **Reorder** if the stock is less than or equal to 5 but otherwise shows the text **Leave**.

3. Copy the function to the remaining rows.

4. In cell L1 add a column with the title **Stock_Value**.

5. In cell L2 add a formula that calculates the stock value for the item. **Stock_Value** is **Base_Price** multiplied by **In_Stk**.

6. In cell M1 add the title **Expected_Profit**.

7. Enter a formula that calculates the expected profit due for the item. **Expected_Profit** is **Mark_Up** multiplied by **In_Stk**.

8. Copy these formulas for the remaining items.

9. Sort your spreadsheet in ascending order of **Stk_No**.

10. Under the last row of data for columns L and M add a function to total each column.

11. Format the totals as bold.

12. Save your spreadsheet as **video4**.

13. Change your view to formula view.

   Add a footer to show your **name**, the **date** and **Printout 2**.

   Select the top 10 rows and print the selection in landscape (showing gridlines and column headings). Fit to one page wide by one page tall.

   Make sure that all of the data is fully displayed.

   Save your spreadsheet as **video5**.

14. Turn off formula view..
15  Sort your spreadsheet in ascending order of genre. Create a column chart of the
Stock_Value and the Expected_Profit for the genre Animation using the Film Title on
the X axis and £ on the Y axis. Ensure that the titles for each film are shown in full.

Give your graph the title Stock Value and Profit – Animation. Ensure the legend shows
the correct details for each column and save as new sheet in your spreadsheet with the
name Animation.

Insert a footer showing your name, the date and printout 3, print in landscape orientation
ensuring that all data is fully displayed.

16  Save your spreadsheet as video6.

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