# 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)

www.cityandguilds.com/e-quals07
May 2015
Version 12.0

**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 003 - Producing simple spreadsheets Level 1**
(This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software)

Assignment A


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

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

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

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.

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

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**.

Continued over ...

## 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..

Continued over…

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

**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)**