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

e-Quals
Assignment guide for Candidates
Assignment B
(This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software)
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**Unit 003 – Producing Simple Spreadsheets Level 1**  
(This assignment can be used as evidence of achievement of 7574-127 Spreadsheet software)

Assignment B

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<td>2</td>
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<tr>
<td>Candidate instructions</td>
<td>3</td>
</tr>
</tbody>
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About this document
This assignment comprises all of the assessment for Level 1 Producing simple spreadsheets (7266/7267/7267-003). 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 half hours

Assignment set up:

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 business that sells second-hand records. Your manager has requested that you keep an up to date account of the stock, which arrives on a regular basis. The data is used by both sales staff and the manager. The company policy is to reduce the price of old stock items and also offer a discount off the normal selling price for items over a certain value.

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

Task A - Using Formulas

1. Copy the album spreadsheet, provided, into your work area and open it.
2. Format columns F:J as currency (using local symbol) to 2 decimal places.
3. Centre align column E (ensure that the column maintains this alignment throughout).
4. Format the column titles to bold.
5. Replace the hyphen in J1, Sale-Price to show as an underscore.
6. Mark_Up is 50% of value in column F2, Cost_Price. Enter a formula in G2 which calculates the Mark_Up.
7. Base_Price is Cost_Price plus the Mark_Up. Enter a formula in H2 which calculates the Base_Price.
8. VAT is charged at 17.5% of the Base_Price. Enter a formula in I2 which calculates the VAT.
9. Sale_Price is the Base_Price plus the VAT. Enter a formula in J2 which calculates the Sale_Price.
10 Replicate your formulas for the rest of the items.

11 Save your spreadsheet as album1.

Task B - Inserting new information into a spreadsheet

1 New stock has arrived. Add the following details at the bottom of the spreadsheet.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Artist</th>
<th>Title</th>
<th>Date_Added</th>
<th>In_Stock</th>
<th>Cost_Price</th>
<th>Mark_Up</th>
<th>Base_Price</th>
<th>VAT</th>
<th>Sale_Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1296</td>
<td>Edgar Broughton Band</td>
<td>Wasa Wasa</td>
<td>05/11/2007</td>
<td>1</td>
<td>23.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1296</td>
<td>Ten Years After</td>
<td>Wait</td>
<td>05/11/2007</td>
<td>1</td>
<td>10.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1297</td>
<td>Incredible String Band</td>
<td>Wee Tam</td>
<td>05/11/2007</td>
<td>1</td>
<td>14.77</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1298</td>
<td>Traffic</td>
<td>Welcome to the Cartoon</td>
<td>05/11/2007</td>
<td>1</td>
<td>5.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1299</td>
<td>Happy Mondays</td>
<td>Luka</td>
<td>05/11/2007</td>
<td>1</td>
<td>4.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>Beatles</td>
<td>White Album</td>
<td>05/11/2007</td>
<td>1</td>
<td>12.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1301</td>
<td>Velvet Underground</td>
<td>White Light/White Heat</td>
<td>05/11/2007</td>
<td>1</td>
<td>5.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1303</td>
<td>Mitchell Joni</td>
<td>Wild Things Run</td>
<td>05/11/2007</td>
<td>1</td>
<td>13.44</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1304</td>
<td>Pink Floyd</td>
<td>Wish You Were</td>
<td>05/11/2007</td>
<td>1</td>
<td>28.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1305</td>
<td>Beatles</td>
<td>With the Beatles</td>
<td>05/11/2007</td>
<td>1</td>
<td>32.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1306</td>
<td>Yes</td>
<td>Yes</td>
<td>05/11/2007</td>
<td>1</td>
<td>9.34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1307</td>
<td>Spooky Tooth</td>
<td>You Broke My Heart</td>
<td>05/11/2007</td>
<td>1</td>
<td>23.44</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1308</td>
<td>Various Artists</td>
<td>You Can All Join In</td>
<td>05/11/2007</td>
<td>1</td>
<td>2.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1309</td>
<td>Bowie David</td>
<td>Zip Zap Stardust</td>
<td>06/11/2007</td>
<td>1</td>
<td>8.33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make sure all records are entered as shown.

2 Save your spreadsheet as album2.

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

4 Some of the items have been sold. Adjust the In_Stock quantity of the following to 1.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Artist</th>
<th>Title</th>
<th>Date_Added</th>
<th>In_Stock</th>
<th>Cost_Price</th>
<th>Mark_Up</th>
<th>Base_Price</th>
<th>VAT</th>
<th>Sale_Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1004</td>
<td>Chicken Shack</td>
<td>40 Blue Fingers</td>
<td>04/09/2007</td>
<td>1</td>
<td>15.76</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1006</td>
<td>Tyrannosaurus Rex</td>
<td>A Beard of Stars</td>
<td>23/07/2007</td>
<td>1</td>
<td>20.10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1008</td>
<td>John Mayall</td>
<td>A Hard Road</td>
<td>01/04/2006</td>
<td>1</td>
<td>27.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1090</td>
<td>Deep Purple</td>
<td>Fireball</td>
<td>19/03/2007</td>
<td>1</td>
<td>10.63</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1093</td>
<td>Fleetwood Mac</td>
<td>Fleetwood Mac</td>
<td>14/06/2006</td>
<td>1</td>
<td>27.98</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1097</td>
<td>Lynyrd Skynyrd</td>
<td>Freebird</td>
<td>01/04/2007</td>
<td>1</td>
<td>5.93</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1102</td>
<td>Hendrix Jimi</td>
<td>Got that Feeling</td>
<td>04/08/2007</td>
<td>1</td>
<td>20.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1114</td>
<td>Slade</td>
<td>Greats</td>
<td>32/10/2007</td>
<td>1</td>
<td>5.34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1122</td>
<td>Reo Speedwagon</td>
<td>Hi Fidelity</td>
<td>20/02/2007</td>
<td>1</td>
<td>8.33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1134</td>
<td>Dylan Bob</td>
<td>John Wesley Harding</td>
<td>19/06/2007</td>
<td>1</td>
<td>10.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Task C - Sorting a spreadsheet

1. Sort the spreadsheet in ascending order on In_Stock.

2. Select the column headings and those items where In_Stock is 1.
   Set this as the print area and print only those items in landscape orientation ensuring that all data is fully displayed, showing your name, the date and Printout 1 as a footer.

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

3. Save your spreadsheet as album3.

Task D - Using formulas and functions

1. In cell K1 add a new column title Offer_Discount.

2. In cell K2 insert a function which shows the expression Yes if the Cost_Price is more than or equal to 25, but otherwise shows No.

3. Copy the cell content to the other rows on the spreadsheet.

4. In cell L1 add a column title Stock_Value.

5. Stock_Value is Base_Price multiplied by In_Stock.
   In L2 add a formula that calculates the Stock_Value for the item.

6. In cell M1 add a column title Expected_Profit.

7. Expected_Profit is Mark_Up multiplied by In_Stock. In M2 add a formula that calculates the Expected_Profit for each item.

8. Copy these formulas for the remaining items on your spreadsheet. Format all cells containing monetary value as currency with 2 decimal places.


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

11. Format the totals as bold.

12. Save your spreadsheet as album4.

13. Sort the spreadsheet ascending on Artist.
14 Set the print area to cover the rows for all artists from the Yardbirds to ZZ Top and your totals.

15 Save your spreadsheet as album5.

16 Change your view to formula view.

Print the area showing your formulas with both gridlines and row and column headings.

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

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

17 Turn off formula view.

18 Create a single line graph using the Stock_Value and the Expected_Profit for Artist Beatles. Use the Titles on the X axis and £ on the Y axis. Ensure that the album titles are shown in full.

Give your graph the title Stock Value and Profit – Beatles.

Ensure the legend shows the correct details for each line and save as a new sheet in your spreadsheet with the name Beatles.

Insert a footer showing your name, the date and Printout 3.

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

19 Save your spreadsheet as album6.

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