Level 2 Designing and creating spreadsheets (7266/7267-023)

e-Quals
Assignment guide for Candidates
Assignment B

(This assignment can be used as evidence of achievement of 7574-227 Spreadsheet software)

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Contents

Unit 023 - Designing and creating spreadsheets Level 2
(This assignment can be used as evidence of achievement of 7574-227 Spreadsheet software)

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Designing and creating spreadsheets (7266/7267-023) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating spreadsheets (7266/7267-023). This assignment can be used as evidence of achievement of 7574-227 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 **two hours**.

Level 2 Designing and creating spreadsheets (7266/7267-023)

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Candidate instructions

Time allowance: Two hours

The assignment:

This assignment is made up of **four** tasks

- Task A - Importing files and rearranging data
- Task B - Adding formulas and functions
- Task C - Adding data
- Task D - Producing charts

Scenario

You work as the club secretary for a small swimming club. The club manager has asked you to amend existing membership data and to produce some information on membership fees.

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

Task A – Importing Files and rearranging data

1 Create a new folder in your work area/ removable media and name it **Swimming Club**.

2 Open a blank spreadsheet and import the file **Squads.csv** starting at cell **A1**. The supplied file is a comma separated value file (csv) and the first row contains headings.

3 Apply text formatting to make the column headings stand out and wrap text in columns **B**,**C**,**F** and **G** with suitable alignment to ensure that they do not become too wide.

4 Move column **G** so that it comes before column **C**.
Insert an additional column after the moved column and insert the title **Membership Fee** in your new column **D**.

Insert a new column after the **Pool Location** column and add the title **Training Days**.

Format columns **C** and **D** to **currency** to **2** decimal places, showing the local currency symbol.

Format column **I** to number zero decimal places.

Continued over…

5 Apply data validation rules to the first **50** rows of column **E** (excluding the title) that will only allow the input of either **Yes** or **No**.

Add the following input message:

Please indicate if this swimmer is of a competitive standard

Add the following error alert message:

The only options are Yes or No

6 Import the file **Fees.csv** into a new worksheet starting at cell **A1**.

Into the same worksheet import the file **Annual Subscriptions.csv** starting at cell **D1** and the file **Training Days.csv** starting at cell **D9**.

Rename the **sheet 1** tab as **Squad Info** and the **sheet 2** tab as **Data source**.
Save your file as **All Squads** in your **Swimming Club** folder.

Task B – Adding formulas and functions

1 Using the **Squad Info** worksheet, add a function in cell **C2** that uses the range **A2:B5** from the **Data source** worksheet to automatically enter the **Squad fee per month** based upon the contents of the **Squad** column.

Modify/adapt the function for replication where required.

2 In cell **D2** add a function that uses the range **D2:E4** from the **Data source** worksheet to automatically enter the **Membership fees per month** using the contents of the **Pool Location** column.

Modify/adapt the function for replication where required.

3 In cell **H2** enter a nested logical function to show the **Training Days** using the data shown in the **Data Source** worksheet range **D9:F13**.

Modify/adapt the function for replication where required.

4 Add the label **Total Members** to the cell **A31** and In cell **B31** enter a function to total up the **number of swimmers** in column **A**.

5 Add the label **Total Monthly Income** to the cell **A32** and In cell **B32** enter a function to total up the **Monthly Income**.

Add the label **Total Membership Fees** to the cell **A33** and In cell **B33** enter a function to total up the **Membership Fees**.

Continued over…

6 Add the label **Total Annual Income** to the cell **A34** and In cell **B34** enter a formula to add up the **Total Annual Income**.

7 Add the labels **Seals Income**, **Dolphins Income**, **Piranhas Income** and **Sharks Income** to cells **A35:A38** respectively.

8 Adjust the column widths so that **all** data can be clearly seen.

Save your file as **All Squads 1** in the folder you created.

Task C – Adding data

1 Your Club has taken on new members. Please add the following from the shaded area to your spreadsheet starting at cell **A29** inserting new rows as required:

Swimmers Name	***Membership ID***	***Squad***	***Pool Location***	***Training Hours Per Week***
Martin Jones	28	Piranhas	Olympic Pool	10
David Pickles	29	Dolphins	Groby School	8
Liann Marvel	30	Seals	Biston Grange	6
Harvey Morgan	31	Sharks	Olympic Pool	15
Keegan Ryan	32	Piranhas	Olympic Pool	10
Your Name	33	Seals	Biston Grange	6

2 After you have input all of the information copy down **all** formulas and functions to complete the missing information.

Check **all** functions/formulas to ensure that they have been updated with the new data and that the outcomes are as expected and rectify any errors found.

3 Apply a conditional format using a bold red font for all **swimmers** who **train** for **10 or more hours per week**.

4 Following an evaluation of swimmers it has been decided by the coach that all swimmers with an **even Membership ID** will be entered as **Competitive Standard** and **all odd numbers** will not.

Update column **E** to show this then save your file as **All Squads 2** in the folder you created.

5 Sort the data in **ascending** order using the **Squad name**.

Continued over…

6 After the sort Insert a function to show the **total yearly Squad Fee Income** excluding **membership fees** for the **Seals**, **Dolphins**, **Piranhas** and **Sharks** squads next to the labels you inserted earlier.

7 Set your print area to show **all** members of the **Dolphin squad** in **landscape** orientation to fit on **one page** only.

Display **all** of the data including gridlines, row and column headings in **formula view**.

Insert a footer to show your name the date and the title **Printout 1** and print out **one** copy.

Save your file as **All Squads 3** in the folder you created.

Task D – Producing charts

1 Using the **Squad info** worksheet cell range **A42:B45** present the data in an easier to read format by creating a **3 dimensional pie graph** to show the **income** from **all four** squads.

Add the title **Squad Income from Monthly Fees**.

Show both the **value** and **percentage** on the graph for **each section** and add a suitable legend.

Create the chart in a new sheet with the name **Squad Income**.

Printout **one** copy of the **pie chart** only in **landscape** orientation, inserting a footer to show your name the date and the title **Printout 2**.

2 To present the data in a different way using the same data source create a **3D column graph**.

Add the title **Squad Income from Monthly Fees**.

Add the title **Squad** to the **X axis** and the local currency symbol to the **Y axis**

Remove any unnecessary legends.

Create the graph as a new sheet with the name **Squad Income 2**.

Adjust the **Y axis scale** so that it starts from **1500**.

Amend the data Source so that the **Y axis** does not show the word **income** in the label.

Save the file to your work area using the filename **All Squads Final** and exit the application.

Continued over…

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

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