Level 2 Spreadsheet software (7574-227)

ITQ
Assignment guide for Candidates
Assignment C

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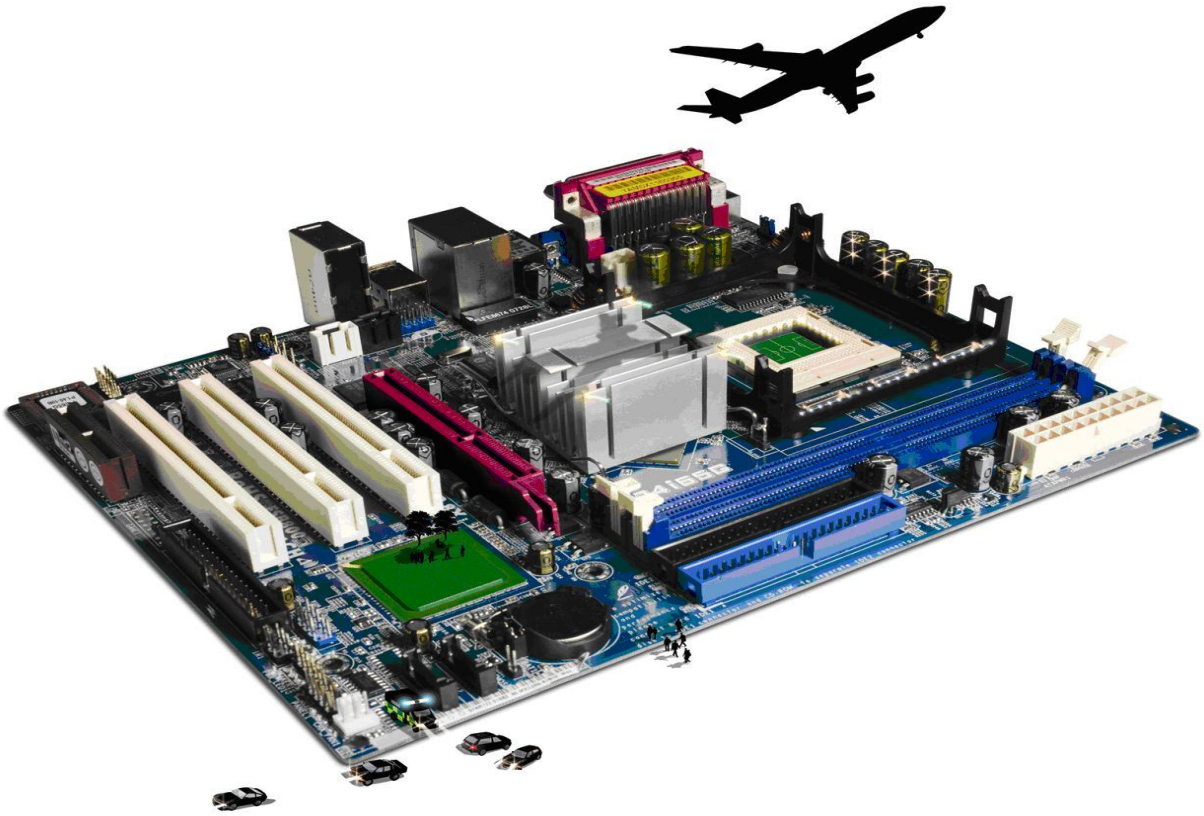

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Level 2 Spreadsheet software (7574-227)
Assignment C
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 Spreadsheet software (7574-227).

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 Spreadsheet Software (7574-227)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Import and edit a csv file
- Task B - Use formulas and functions
- Task C - Extract and print data

Scenario

You work as a staff member in a management committee of a local football ground. The ground is rented out for a small league and the teams are required to have a membership in order to avail themselves of the training facilities.

It is time for a new season, and you are required to amend existing membership data and to produce information on membership fees.

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

Task A – Import and edit a csv file

1 Create a new folder in your work area/ removable media and name it **Glaschestershire Football Ground** .

2 Open a blank spreadsheet and import the **teams.csv** file starting at cell **A1**. Name the work sheet as **Master**.

3 Check if all the columns are center aligned; if not, align it.

Check if all the column headings are bold; if not embolden.

4 Insert two new columns **Membership Fee** and **Squad Colors,** following the same order in the **Master** sheet.

5 Interchange **Membership Fee** and Column **C** and delete any blank column from the sheet.

6 Apply data validation rules for the first 26 rows of column **G** that will only allow the input of either **Yes** or **No. Choose an appropriate Input message and an error message.**

7 Assign YES to the first 15 fields and NO values to the remaining 12 in Column G.

8 Save your spreadsheet as **Football1**.

Task B – Use formulas and functions

Note: Membership prices for teams vary based on the number of years the team has been part of the league.

1 Into a new worksheet, import the file **Fees.csv** and name the worksheet **Fees**.
Bold the column headings and center align the data in **Fees** worksheet.

2 Insert one new column as **Count** in the **Fees** worksheet
Use a suitable function to calculate the number of players registered under each team.

Note: Select the range from the **master** worksheet and use individual team names as text.

3 Create a new column and title it **Revenue**.
Add a formula to automatically enter the **Revenue** which can be calculated as (**Count * Fees)**.
Modify/Adapt the formula for replication where required.

4 Under the last row of data, total the **Revenue** count.
Merge and centre the contents of the cells across the range A6 to C6 and enter as "Total Revenue", then format it to bold.

5 Save your spreadsheet as **Football2**.

6 Create two new worksheets. Name them **Academy** and **Maingrounds** in **Football2** spreadsheet.
Copy column headings from master sheet to both the worksheets.

7 Use the sort feature on Master worksheet of **Teams,** and sort Master's data in **ascending** order, based on the **Training Location**.

8 In Master worksheet select all the fields corresponding to '**Academy**' as Training Location and copy them onto the Academy worksheet.

9 Return to the **Master** sheet and repeat the same for '**Maingrounds'** as Training Location, copying them to the **Main grounds** worksheet

10 Save your spreadsheet as **Football3**.

11 Return to the **Fees** sheet and create a new column called Total Training.

13 Add a function that uses data from the Training Hours Per Week column in the Master sheet and return the total training hours for each team.

14 Save your spreadsheet as **Football4**.

Task C – Extract and print data

1 To aid readability, use conditional formatting in the **Master** sheet. Under the **Manager Appointed** column, format the content of the cells to either a blue/pink font when the value is **No**.

2 In the **Fees** worksheet. Insert a 3D pie chart depicting the total training hours and the for each team. Use the Teams and Total Training column.

Add the title **Total training Hours.**

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

3 Print **one** copy of the pie chart in landscape mode, inserting a footer to show your name, the date and the title **Printout1**.

4 Save your spreadsheet as **Football5**.

5 Return to the master sheet. Use the sort feature and sort ascending based on Team Name.

6 Select all the fields corresponding to **AsheshV** and copy them onto a new worksheet with the name **AsheshVGraph**.

7 Create a **3D Column graph** of the training hours of all the players.

Add the title **Training hours for AshesV players**.

Add the titles to the X and Y axis correctly.

8 Print **one** copy of the pie chart in landscape mode, inserting a footer to show your name, the date and the title **Printout2**.

9 Save your spreadsheet as **Football6**.

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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