

Spreadsheet Processing Techniques Advanced

This paper must be returned with the candidate's work. Failure to do so will result in delay in processing the candidates' script.



8970-25-025
(IT-SPT 25)
51181

Specialist Tutor's Instructions

To be handed to the Specialist Tutor before the date of the examination, together with the disk supplied. **No other part of the examination paper may be handed to the Specialist Tutor.**

- 1 In advance of the date of the examination, you are asked to load the spreadsheet from the disk supplied, check this according to the instructions on the following pages of the Specialist Tutor's instructions. **The worksheets must then be printed out.**
- 2 Copies of the spreadsheet should be created on the storage medium for the exclusive use of each individual candidate.
- 3 **The Specialist Tutor's Instructions, disk and printout must be sealed in an envelope and returned to the Examinations Secretary for safekeeping.** These must be returned with the candidate's scripts after the examination to City and Guilds.
- 4 The preparation of all examination material must be regarded as strictly confidential and must be carried out under the supervision of the Invigilator. No details of the content of the examination may be divulged. The Specialist Tutor and the Invigilator must sign the Attestation Form to this effect.
- 5 All material must be erased from the storage medium at the end of the examination after the completion of all the required printing.

WORKSHEET : Price

	A	B	C	D	E
1	Code	Size (mm)	Description	Labels per box	Price
2	G4260	38x63	Inkjet	640	13.99
3	G4261	34x99	Inkjet	840	13.99
4	G5364	38x63	Laser	500	19.99
5	G5366	34x99	Laser	460	19.99
6	G6422	89x36	Continuous	8000	43.99
7	G6423	89x49	Continuous	9000	53.99
8	G6489	21x38	Mini Address	1625	13.99
9	G6690	46x76	Video Cassette	300	8.99
10	G6691	42x89	Audio Cassette	300	10.99
11	G6792	52x70	Floppy Disk	250	12.99
12	G7523	67x99	Parcel	200	11.99
13	G7564	143x199	Pallet	80	10.99
14	G7693	38x99	Fluorescent	350	17.99
15	G8295	34x99	Rounded	100	21.99

WORKSHEET : Sales

	A	B	C	D
1	Label Type	2001	2002	2003
2	Inkjet	9565	8242	9875
3	Laser	16291	25976	18694
4	Continuous	8771	3386	7883
5	Video Cassette	5748	8807	7562
6	Audio Cassette	4964	7215	6984
7	Parcel	5093	6754	7843
8	Pallet	3178	4088	6982

The years 2001, 2002 and 2003 must be entered as text eg as '2001 or formatted as Text.