

Spreadsheet Processing Techniques Intermediate

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



8970-23-023
(IT-SPT 23)
61077

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 create a spreadsheet on the storage medium for the enclosed task. You can do this by using the disk supplied or by keying-in the task from the attached copy. **Please check the spreadsheet for accuracy and ensure it complies with the Specialist Tutor instructions for preparation. It 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. Use the filename given on page ST2.
- 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.

SPECIALIST TUTOR

- Create the following spreadsheet (worksheet) for use by each candidate.
- **Do not insert grid lines**
- Use 10 point sans serif font
- Enter data as shown below
- Use the default column width
- Do NOT adjust column widths where all the data is not displayed.
- Copy capitalisation as indicated.
- Copy alignment as indicated.
- No cells should be formatted.
- Page layout must be in portrait format.
- Save the spreadsheet as ENVEL.

ST2

	A	B	C	D	E	F	G	H	I
1	REFERENCE	DESCRIPTION	TYPE	QTY	COST PRICE	DISCOUNT	SALE PRICE	SIZE (mm)	PROFIT
2	E1562	ECONOMY	MANILLA	500	3.99			229x162	
3	E1563	ECONOMY	MANILLA	250	4.99			324x229	
4		HEAVYWEIGHT	MANILLA	500	6.99			229x162	
5		HEAVYWEIGHT	MANILLA	250	3.99			324x229	
6		SELF-SEAL	MANILLA	500	1.99			110x220	
7		SELF-SEAL	MANILLA	500	4.99			229x162	
8		PREMIER	MANILLA	500	8.99			229x162	
9		PREMIER	MANILLA	250	8.35				
10		LASER	WHITE	500	4.55				
11		LASER	WHITE	250	5.65				
12		LASER PREMIER	WHITE	500	7.65				
13		LASER PREMIER	WHITE	250	4.55				
14		PADDED	WHITE	500	2.65				
15		PADDED	WHITE	250	5.85				
16	TOTAL								
17	AVERAGE								
18	PROFIT MARGIN	30%							