

Spreadsheet Processing Techniques Advanced

This paper must be returned with the candidate's work, otherwise the entry will be void and no result will be issued.



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

Candidate's name (Block letters please)

Centre no

Date

Time allowed: 2 hours
(excluding printing time)

You work as an IT Assistant for Michael Foster, Finance Manager at Falconer's Stationery.

Carry out the tasks in the order given. Take care to test each of your formulae and macros to ensure that they work correctly. Proof read and correct any errors. Save your work for printing later.

Important. Please enter your name in the header for each worksheet. Collate the printouts in the correct sequence. You will have 5 printouts.

Printout 1, Filename LABEL1: Invoice worksheet displaying comment, portrait format.

Printout 2, Filename LABEL2: Price worksheet with macro listing on the same page, portrait format.

Printout 3, Filename LABEL3: Invoice worksheet cells **C8 to G39** only, showing all formulae, fitted to two pages, showing row and column headings, landscape format.

Printout 4, Filename LABEL4: Sales worksheet including chart, portrait format.

Printout 5, Filename LABEL4: Invoice worksheet, centred horizontally and vertically, showing whole completed invoice, portrait format.

For examiner's use only

Production	Accuracy	Format/Layout	Meeting objectives

Memo

To: IT Assistant

Date: (Today's date)

From: Finance Manager

Subject: Spreadsheet file: LABEL

This file contains three worksheets - **Invoice** (an outline for our invoices), **Price** (a table of the labels we carry in stock), and **Sales** (sales details for previous years).

Invoice Worksheet

Please add a pop-up comment in the first line of the Customer data entry area to display
Enter customer name and address

Add a suitable graphic (clipart image) at the top left corner of the invoice and resize it to fit.

Use a function to automatically insert today's date on the invoice, in the cell to the right of label Date.

Right align the column headings for Quantity, Price and Total.

Put borders and lines in the unshaded rectangular area below the column headings.

Enter a formula in cell C39 to count the number of items on the invoice.

Create a text box immediately above cell C39 containing the text

Number of items

centred and bold. Shade the background of the text box to blend in with the rest of the invoice and keep the border.

Set up the worksheet ready for printing, displaying the comment, in portrait format. Save the worksheet as LABEL1.

Memo

To: IT Assistant

Date: (Today's date)

From: Finance Manager

Subject: Price worksheet

On the Price worksheet, amend the Price for G6423 to 49.95.

Delete the row for G6792 as it is no longer sold by us.

Move the Size (mm) column between the Description and Labels per box columns.

Add a row at the bottom of the table for a new item. The details are: **G7628, Slide, 11x46, 1000, 12.99.**

Create a button with the caption **Sort Price** and place it outside the area of the table.

Attach a macro to the button so that the Price is sorted in ascending order each time the button is clicked.

Sort the table, in ascending order of Price.

Add a footer with today's date at the left.

Set up this worksheet ready for printing in portrait format with the macro listing on the same page (copy/paste). Save using the filename LABEL2.

Memo

To: IT Assistant

Date: (Today's date)

From: Finance Manager

Subject: Invoice worksheet

Invoice Worksheet

I want the table (on the Price worksheet) used as a lookup table using a named range called **Pricetab**. When a Code is entered on the invoice, the Description must automatically be copied from the table into the Description column. Enter a lookup function to do this into the top cell in the Description column.

ALL cells in the Description, Size (mm) and Price columns must be blank unless valid data exists in the Code column. You MUST include a function, in each relevant formula, that will trap errors in these columns.

Enter a similar formula into the Size (mm) column to automatically copy the size details from the lookup table.

Enter a similar formula into the Price column to automatically copy the Price of an item from the lookup table.

Replicate the lookup formulae in the Description, Size (mm) and Price columns to each row of the data entry section of the invoice.

Change the format of the Price and Total columns to currency, 2 decimal places.

ALL cells in the Total column should be blank unless valid data exists in the Price and Quantity columns. You will need to include a function, in each relevant formula, that will trap errors in this column.

Insert a formula in the Total column to multiply the Quantity and the Price.

Insert a formula in the Sub Total cell to calculate the Sub Total.

Orders under 500 have no discount; otherwise a discount of 2% is given. Use a suitable formula so that the correct discount is automatically inserted in the Discount cell. This formula must use absolute references to the relevant cells on the invoice.

Enter a formula in the Total Cost cell to subtract the Discount from the Sub Total value.

Change the worksheet to display formulae and row and column headings. Adjust the column widths so that the formulae are displayed in full.

Set up the spreadsheet ready for printing the block of cells **C8** to **G39** only in landscape format, to fit to two pages. Save using the filename LABEL3.

Memo

To: IT Assistant

Date: (Today's date)

From: Finance Manager

Subject: Final Amendments

Sales Worksheet

Add a row at the top of the worksheet and enter the title Number of Units Sold, centred across the four columns.

Create a 3D bar (column) chart for each Label Type based on the Units Sold for the years **2002** and **2003 only**. The chart must have the title Sales Analysis and include a legend. Label the appropriate axes **Units Sold** and **Label Types**. Place the chart beneath the table and resize it to ensure that all relevant data is shown.

Set up the Sales worksheet ready for printing the table and chart in portrait format.

Invoice Worksheet

Please test that the invoice works by inserting the following sample data:

Customer: Mr James Wyman
Rotofax Motors
29 Rowan Avenue
Stow
England

Order No: 157

Enter the following codes and quantities on the invoice and ensure the results are correct:

G7628,3. G6423,5. G4260,7. G8295,2. G5364,4.

Set up the Invoice worksheet ready for printing the **whole** invoice in portrait format, centred horizontally and vertically, showing the sample invoice data. (Remember to remove the row and column headings and the comment display.) Save using the filename LABEL4.

End of examination