Spreadsheet Processing Techniques
Essential

City& Guilds

8970-22-022
(IT-SPT 22)
61030

Candidate's name (Block letters please)

Centre no   **Date**

Time allowed: 1 hour
(excluding printing time)

You work as the Administrative Assistant to Hans Lauder, Production Manager for The Complete Kitchen Company.

Your task today is to set up a spreadsheet and make amendments as instructed.

You will need to carry out the tasks in the order given following upper and lower case as indicated. Ensure the whole spreadsheet is set up with consistent font and font size. Take care to proof read and correct any errors.

Produce the 4 printouts prepared in Tasks 1-4. Please enter your name and printout number in cell A1 (top left hand corner) of **each** spreadsheet. Collate them in the correct sequence.

For examiner's use only

Production	Accuracy	Format/Layout	Meeting objectives

Task 1

Memorandum

To: Assistant

From: Hans Lauder

Subject: THE WINDSOR CROCKERY RANGE

Date: (Today's date)

Please set up a spreadsheet using the following information. Ensure that the column heading ITEM starts in cell A3.   Do NOT put any lines or borders on it yet.

ITEM	MON	TUE	WED	THU	FRI
CUP	74	65	70	83	90
SAUCER	70	65	72	79	88
SMALL PLATE	58	50	44	65	43
LARGE PLATE	43	25	30	25	56
SOUP BOWL	2	1	3		
4 PLACE SET	21	26	16	29	36
8 PLACE SET	10	43	51	50	67
TOTAL					

Enter a formula to calculate the TOTAL at the bottom of the MON column. Use a SUM function. Replicate this to give a total for all the following columns (TUE to FRI).

Left-align the first column, including the heading ITEM.

Right-align the other column headings and data.

Adjust the column widths to fully display the data.

Put the title THE WINDSOR CROCKERY RANGE in cell A2.

Please set up the spreadsheet ready for printing in portrait format and save using the filename CROCK1.

Task 2

Memorandum

To: Assistant

From: Hans Lauder

Subject: THE WINDSOR CROCKERY RANGE

Date: (Today's date)

I have just received some amendments. Please amend the spreadsheet to show the following:

Delete the whole row for SOUP BOWL.

Insert a row between 4 PLACE SET and 8 PLACE SET and insert the following details:

ITEM	MON	TUE	WED	THU	FRI
6 PLACE SET	19	22	10	28	31

Add a column to the right of FRI. Give it the heading NO SOLD and enter a formula to calculate the total for the first item CUP. Use a SUM function. Replicate this down the rest of the column for each ITEM but not the last (TOTAL) row.

Add another column to the right of NO SOLD. Give it the heading AV SOLD. Enter a formula to calculate the average sales from MON to FRI for the first entry, CUP. Replicate this for all items in the column (but not the TOTAL row).

Set the values in the AV SOLD column to integers (no decimal places).

Add another column to the right of the AV SOLD column. Give it the heading PRICE. Enter the prices as given below. Set all entries in this column to currency, 2 decimal places.

ITEM	PRICE
CUP	1.99
SAUCER	1.55
SMALL PLATE	1.65
LARGE PLATE	2.05
4 PLACE SET	25.00
6 PLACE SET	40.00
8 PLACE SET	50.00

Change the presentation by using a larger font size for the title. Put it in bold and italics.

Please set up the spreadsheet ready for printing in landscape format and save using the filename CROCK2.

Task 3

Company E-mail

To: Assistant

From: Hans Lauder

Subject: THE WINDSOR CROCKERY RANGE

Date: (Today's date)

I would like you to make some more changes to the spreadsheet, please.

Insert a column between ITEM and MON. Give it the heading REF NO and enter the details shown below:

ITEM	REF NO
CUP	1CP
SAUCER	2SC
SMALL PLATE	3SP
LARGE PLATE	4LP
4 PLACE SET	9AA
6 PLACE SET	6PS
8 PLACE SET	8PS

Centre the contents of the REF NO column, including the heading.

Add a column to the right of PRICE. Give it the heading INCOME. Enter a formula to calculate the INCOME for CUP. (NO SOLD multiplied by PRICE) Replicate this for the rest of the column (but not the TOTAL row).

Set all values in the INCOME column to currency, 2 decimal places.

Change the number for CUP for TUE – it should be 55.

Also, delete the word TOTAL from the bottom of the first column.

Right-align the headings and contents of the last 4 columns (MON to FRI should already be right-aligned).

Add shading to the column headings and a border to the full table and lines around all the cells (include the headings but NOT the title in the border).

Please set up the spreadsheet ready for printing in landscape format and save using the filename CROCK3.

Task 4

Company E-mail

To: Assistant

From: Hans Lauder

Subject: THE WINDSOR CROCKERY RANGE

Date: (Today's date)

A few final adjustments need to be made.

A mistake has been made for the 4 PLACE SET. Change the REF NO to 4PS.

We have been informed that 90 of the cups were damaged and sold at a reduced rate (1.00 less each) but we are not sure on which days. Amend the INCOME formula for CUP by subtracting 90. (NO SOLD multiplied by COST minus 90)

There has been another mistake. There were no sales for this range on Wednesday. Delete the whole column for WED.

Change the spreadsheet so that it displays the formulae. Adjust the column widths so that the formulae are displayed in full and the spreadsheet fits onto one side of A4 paper in landscape format.

Set up the spreadsheet ready for printing in landscape format showing the formulae used and save using the filename CROCK4.

End of examination