

Spreadsheet Processing Techniques Intermediate

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



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

Candidate's name (Block letters please)

Centre no

Date

Time allowed: 1 hour 30 minutes
(excluding printing time)

You work as an IT Assistant to Rebecca Tremond, Finance Manager at Envelopes Direct.

Your task today is to amend the given spreadsheet as instructed.

Carry out the tasks in the order given. **Ensure** the whole spreadsheet is set with consistent font and font size. Take care to proof-read and correct any errors. Save your work for printing later.

Important. Please enter your name in the header for **each** spreadsheet. Collate your printouts in the correct sequence.

You will have 4 printouts.

For examiner's use only

Production	Accuracy	Format/Layout	Meeting objectives

Task 1

Memorandum

To: IT Assistant
From: Rebecca
CC: RY
DATE: (Today's date)
RE: PROFIT ANALYSIS

Please change the details on the spreadsheet as follows.

- Open the spreadsheet named ENVEL.
- Change the column heading REFERENCE to CODE.
- Insert a column NUMBER SOLD between the columns QTY and COST PRICE.
- Wrap the column headings of NUMBER SOLD, COST PRICE and SALE PRICE to display them on two lines.
- Adjust the column widths to fit headings and data.
- Delete the data in the cell to the right of PROFIT MARGIN.
- Change all column headings to bold and italic with shading.
- Right align the column headings QTY, NUMBER SOLD, COST PRICE, DISCOUNT, SALE PRICE and PROFIT.
- Use AutoFill to complete the data series in the CODE column.
- Delete the column for TYPE.
- Set up the spreadsheet ready for printing in landscape format and save the file as ENVEL1.

Task 2

Memorandum

To: IT Assistant

From: Rebecca Tremond

DATE: (Today's date)

RE: PROFIT ANALYSIS

A few changes, please.

- Move the SIZE (mm) column between the QTY and the NUMBER SOLD columns.
- Enter 45% in the cell to the right of PROFIT MARGIN.
- Enter a formula in the SALE PRICE column to calculate the sale price (COST PRICE plus COST PRICE multiplied by PROFIT MARGIN) for all the codes. Remember to use an absolute reference.
- A formula must be inserted in the DISCOUNT column for all the codes. The discount is calculated on the sale price. If the SALE PRICE is greater than 10 then calculate the DISCOUNT by multiplying the SALE PRICE by 15% otherwise the DISCOUNT is 0.
- Insert a formula in the PROFIT column to calculate the profit by subtracting the COST PRICE from the SALE PRICE and then multiplying by the NUMBER SOLD for all the codes.
- Use currency format to 2 decimal places for the numeric data in the columns COST PRICE, DISCOUNT, SALE PRICE and PROFIT.
- Insert a function in the TOTAL row to calculate the total for the NUMBER SOLD and the PROFIT columns only.
- Change the spreadsheet to display formulas, adjust column widths as necessary to fully display the data. Set up the spreadsheet ready for printing in landscape format to fit on one page and save the file as ENVEL2.

Task 3

(Remember to remove the formulas display.)

- Enter the following data into the SIZE (mm) and NUMBER SOLD columns:

CODE	SIZE (mm)	NUMBER SOLD
E1562		200
E1563		150
E1564		565
E1565		600
E1566		136
E1567		340
E1568		258
E1569	324x229	110
E1570	229x162	65
E1571	324x229	145
E1572	229x162	155
E1573	324x229	154
E1574	110x220	200
E1575	229x162	225

- Add a title PROFIT ANALYSIS at the top and centre it across all column headings - bold, italic, 16 point.
- Put a footer containing today's date on the right.
- Insert two rows immediately before the row for PROFIT MARGIN and enter MINIMUM and MAXIMUM in their first cells.
- Insert a function to calculate the AVERAGE for the NUMBER SOLD column.
- Insert a function to calculate the MINIMUM for the NUMBER SOLD column.
- Insert a function to calculate the MAXIMUM for the NUMBER SOLD column.
- The formulas for the DISCOUNT need changing. If the SALE PRICE is greater than 10 then multiply the SALE PRICE by 20% otherwise the DISCOUNT is 0.
- Change the COST PRICE for E1572 LASER PREMIER to 6.99.
- Put a border and lines around the whole table including the title.
- Set up the spreadsheet ready for printing in landscape format and save the file as ENVEL3.

Task 4

Facsimile transmittal

To: IT Assistant **Fax:** 01423 564298
From: Rebecca **Date:** (Today's date)
Re: Pie chart **Pages:** 1

Urgent For Review Please comment Please Reply

- I need a pie chart showing the NUMBER SOLD for each CODE (title -NUMBER SOLD FOR THIS MONTH) showing percentages and a legend. Make sure all the data is fully displayed. Please put the chart on the same sheet as the spreadsheet below the table.
- Insert a text box below the chart with our company name, Envelopes Direct, in it.
- Set up the spreadsheet ready for printing the chart and the text box only, centred both vertically and horizontally, in portrait format and save the file as ENVEL4.

End of examination