



ADVANCED SPREADSHEETS

5202/A

Optional Module: Practical Assessment

2007

1 hour plus 15 minutes reading time

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Candidates are permitted **15 minutes** reading time before attempting the paper.

Make sure that your **Centre number, candidate number** and **name** are clearly visible on **each printout** that you are asked to produce, before it is sent to the printer.

Carry out **every** instruction in each task.

Tasks are numbered on the left hand side of the page, so that you can see what to do, step by step. On the right hand side of the page for each task, you will find a box which you can tick (✓) when you have completed the task; this checklist will help you to track your progress through the assessment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

This document consists of **3** printed pages.



You are working in the accounts department of the Tawara Pleasure Ferry Company. You are going to use a spreadsheet application to demonstrate some of the ways in which ticket sales data can be analysed.

- 1 Using a suitable software package, load the file **ASSA7TKT.CSV** 1.1.1
- 2 Insert two new rows at the top of the spreadsheet. 2.1.1
- 3 Enter the values **12%**, **5%** and **10%** in the first three cells of the top row. Name these cells **DNNR**, **BKFST** and **LNCH** 2.2.1

They are the charges added to the cost of the ticket for Dinner, Breakfast and Lunch which are provided on the ferry at certain times of day.

- 4 In row 2, enter the following column headings, which should be in bold type and left-aligned: 3.1.1
3.5.1

TicketDate	Time	Sold	Basic	Hour	MealCharge	TotalTakings
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- 5 Insert a column headed **MealType** between *Hour* and *MealCharge* 2.1.1
- 6 The *Time* is shown as a string which always starts with T. For example, T201556 would mean 20:15:56 2.3.1
In the column headed *Hour*, enter a formula which calculates the hour as a number (eg 8 not 08) from the time column. 2.4.1
You may add extra column(s) to help in this operation. 2.5.1
- 7 Replicate this formula for each journey. 2.4.3
- 8 In the column headed *MealType*, enter a formula which looks up the meal code from the data in the file **ASSA7MLS.CSV** where *Hour*=*TimeCode*. 2.4.2
 2.5.3
- 9 In the *MealCharge* column enter a formula which works out the charge for the meal. The formula will 2.4.1
 - calculate the charge by multiplying the value in cell *DNNR*, *LNCH* or *BKFST* by *Basic*, according to the meal type indicated in *MealType* 2.4.2
 2.5.1
- 10 In the *TotalTakings* column, enter a formula which works out the total income for the ferry journey. The formula will 2.4.1
 - add the value in *MealCharge* to *Basic* 2.4.2
 - multiply this result by *Sold*
- 11 Replicate the formulae entered at steps 8, 9 and 10 for each journey. 2.4.3
- 12 Format the *Basic*, *MealCharge* and *TotalTakings* columns so that numbers are shown to 2 decimal places. Save this file as **BOOKINGS** 3.3.1
- 13 Sort the table in ascending order of *Hour* and then descending order of *TotalTakings* 5.1.1
- 14 Create a header which says **Poor Ticket Sales – Breakfast** and a footer which shows your name and today's date. 4.2.2

- ✓
- 15 Select only those journeys where the *MealType* is **BKFST** and *Sold* is less than **50**. Adjust the page layout if necessary so that the whole table fits on a single page. 5.2.1
- 16 Print these details. Make sure that the contents of all cells are visible and that your name is printed. 6.1.1
- 17 Change the wording of the header to **Best Sales** 4.2.2
- 18 From all the bookings, select those where *Sold* is more than **250**. For these journeys, show only the columns *Time*, *Hour*, *MealType*, *MealCharge* and *TotalTakings* 5.2.1
- 19 Print this extract in landscape format, showing all the formulae instead of figures. Make sure that the contents of all cells are visible and that your name is printed. 3.4.1
4.1.1
4.2.1
6.1.1
- 20 Create a new worksheet.
- 21 In this new sheet, enter formulae which will add up all the **LNCH** *MealType* bookings in the file **BOOKINGS** and show the total for each hour:
Arrange the formulae so that you have a table like this: 2.5.2
- | Lunch Tickets | | | |
|---------------|----|----|----|
| Hour | 11 | 12 | 13 |
| Count | 99 | 99 | 99 |
- (Note that the numbers shown are examples only. They are not correct.)
- 22 Copy these cells to another area of the spreadsheet and transpose them so that you have a table like this: 2.3.1
- | | |
|----|----|
| 11 | 99 |
| 12 | 99 |
| 13 | 99 |
- 23 Create a header which says **Lunch Sales by Hour** and a footer showing your name and today's date. 4.2.2
- 24 Print this sheet. Make sure that the contents of all cells are visible and that your name is printed. 6.1.1

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