UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in ICT
Advanced Level

ADVANCED SPREADSHEETS   **5202/A**

Optional Module: Practical Assessment

2006

No Additional Materials are required

**1 hour
plus 15 minutes reading time**

READ THESE INSTRUCTIONS FIRST

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

Make sure that your **name**, **centre number** and **candidate number** are **printed** on **each page** that you are asked to produce.

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.

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You are working in the accounts department at the Stella Hotel, Tawara Beach. You are going to use a spreadsheet application to demonstrate some of the ways in which sales data can be analysed.

✓

1 Using a suitable software package, load the file **ASSA6BKG.CSV** ☐ **1.1.1**

2 Insert two new rows at the top of the spreadsheet. ☐ **2.1.1**

3 Enter the values **20%**, **10%** and **5%** in the first three cells of the top row. Name these cells **HIGH**, **MED** and **LOW**. They are the extra charges applied during certain periods of the year for late bookings. ☐ **2.2.1**

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

Account	Arrive	Nights	Basic	Season	LateCharge	TotalCharge

5 Insert a column headed **Month** between *Arrive* and *Nights* ☐ **2.1.1**

6 The *Arrive* date is shown as yyyymmdd – eg 20061002 would mean 2 Oct 2006. In the *Month* column enter a formula which extracts the month value as a number from the *Arrive* column. You may add extra column(s) to help in this operation ☐ **2.3.1**

7 Replicate this formula for each booking. ☐ **2.4.3**

8 In the column headed *Season*, enter a formula which looks up the season from the data in the file **ASSA6RTS.CSV** where *Month*= *MonthCode* ☐ **2.5.3** **2.4.2**

9 In the *LateCharge* column enter a formula which works out the late charge for the room. The formula will
- calculate the charge by multiplying the rate in cell *HIGH, MED* or *LOW* by *Basic*, according to the season indicated in *Season* ☐ **2.4.1**

10 In the *TotalCharge* column, enter a formula which works out the total charge for the room. The formula will
- add the value in *LateCharge* to *Basic*
- multiply this result by *Nights* ☐ **2.4.1** **2.5.1**

11 Replicate the formulae entered at steps 8, 9 and 10 for each item. ☐ **2.4.3**

12 Format the *Basic*, *LateCharge* and *TotalCharge* columns so that numbers are shown to 2 decimal places. ☐ **3.3.1**

13 Sort the table in ascending order of *Nights* and then ascending order of *Month* ☐ **5.1.1**

14 Create a header which says **High Season – Short Bookings** and a footer which shows your name, candidate number and today's date. ☐ **4.2.2**

15 Select only those bookings where the *Season* is **high** and *Nights* are less than **5** and print their details; adjust the page layout if necessary so that the whole table fits on a single page (make sure that the contents of all cells are visible and that your name is printed). ☐ **5.2.1** **6.1.1**

✓

16 Change the wording of the header to **Lowest Cost Bookings** ☐ **4.2.2**

17 From all the data, select all bookings where the *TotalCharge* is less ☐ **5.2.1**
than **250**
For these orders, show only the columns *Account*, *Month*, *Season*,
LateCharge and *TotalCharge*

18 Print this extract in landscape format, showing all the formulae instead ☐ **3.4.1**
of figures (make sure that the contents of all cells are visible and that **4.1.1**
your name is printed). **6.1.1**

19 Create a new worksheet. ☐

20 In this new sheet, enter formulae which will count all the **med** *Season* ☐ **2.4.1**
bookings in the file **ASSA6BKG.CSV** and show the count for each **2.5.2**
month:
Arrange the formulae so that you have a table like this:

Med Season Bookings			
March	April	September	October
99	99	99	99

(Note that the numbers shown are examples only; they are not correct.)

21 Copy these cells to another area of the spreadsheet and transpose ☐ **2.3.1**
them so that you have a table like this:

March	99
April	99
September	99
October	99

22 Create a header which says **Med Season Bookings by Month** and a ☐ **4.2.2**
footer showing your name, candidate number and today's date.

23 Print this sheet (make sure that the contents of all cells are visible and ☐ **6.1.1**
that your name is printed).

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