

CAMBRIDGE INTERNATIONAL EXAMINATIONS  
Cambridge Career Award in Information and Communications Technology  
Advanced Level

**ADVANCED SPREADSHEETS**

**5202/A**

Optional Module: Practical Assessment

2003

**1 hour**

No Additional Materials are required.

**READ THESE INSTRUCTIONS FIRST**

Make sure that your name, Centre number and candidate number are shown on each printout 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.

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



You are advising the Inuit Gallery which specialises in buying and selling Inuit Sculpture.  
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 **SCULPT.CSV** ☒ 1.1.1
- 2 Insert two new rows at the top of the spreadsheet. ☐ 2.1.1
- 3 Enter the values **5%**, **10%** and **20%** in the first three cells of the top row. Name these cells **MAR\_A**, **MAR\_B** and **MAR\_C**. They are the profit margins added to different categories of sculpture. ☐ 2.2.1
- 4 In row 2, enter the following column headings, which should be in bold type and right-aligned: ☐ 3.1.1  
3.5.1

Code	ArtCode	Description	Year	Size	Material	BuyPrice	ProfitMargin	Artist	SellPrice
------	---------	-------------	------	------	----------	----------	--------------	--------	-----------

- 5 In the column headed *Artist*, enter a formula which looks up the details of the artist from the data in the file **ARTIST.CSV** where *ArtCode* = *ArtistCode*. ☐ 2.5.3  
2.4.2
- 6 In the *SellPrice* column, enter a formula which works out the Selling Price. The formula will ☐ 2.4.1  
2.5.1
- calculate the margin by multiplying the rate in cell *MAR\_A*, *MAR\_B* or *MAR\_C* by *BuyPrice*, according to the margin code indicated in *ProfitMargin*
  - add this margin to *BuyPrice*
- 7 Replicate these formulae for each item. ☐ 2.4.3
- 8 Format the *BuyPrice* and *SellPrice* columns so that numbers are shown to 2 decimal places. ☐ 3.3.1
- 9 Sort the table in ascending order of *Artist* and then in ascending order of *Year*. ☐ 5.1.1
- 10 Create a header which says **Whale sculptures** and a footer which shows your name, candidate number and today's date. ☐ 4.2.2
- 11 Select only those sculptures which include the word *Whale* in the description 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
- 12 Add another four columns to your spreadsheet headed **Height**, **Width**, **Depth** and **Volume** ☐ 2.1.1
- 13 The size shows the height, width and depth as a single entry. Split the string in the *Size* column at each "x" to give separate figures in the columns *Height*, *Width* and *Depth*. ☐ 2.3.1
- 14 Replicate these formulae for each item. ☐ 2.4.3

- ✓
- 15 In the *Volume* column insert a formula which calculates the volume of the first item. ☐ 2.1.1
- 16 Replicate this formula for each item. ☐ 2.4.3
- 17 Change the wording of the header to **Large volume items** ☐ 4.2.2
- 18 Select all orders for sculptures where the *Volume* is greater than **4000**. For these orders, show only the columns *Description*, *Artist*, *SellPrice*, *Height*, *Width*, *Depth* and *Volume*. ☐ 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 on each page of the printout if there is more than one page). ☐ 3.4.1  
4.1.1  
6.1.1
- 20 Create a new worksheet. ☐
- 21 In this new sheet, enter formulae which will count all the sculptures in **SCULPT.CSV** where the description includes:  
  - the word *Bird*
  - the words *Polar Bear*
  - the word *Whale*.☐ 2.5.2  
3.4.1

Arrange the formulae so that you have a table like this:

Number of Bird, Polar Bear and Whale Sculptures		
Bird	Polar Bear	Whale
123	231	312

(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
- |            |     |
|------------|-----|
| Bird       | 123 |
| Polar Bear | 231 |
| Whale      | 312 |
- 23 Create a header which says **Most popular sculptures** and a footer showing your name, candidate number 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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**5202/B**

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You work in the printing department at the University of Tawara Beach.

You are going to use a spreadsheet application to demonstrate some of the ways in which information about the printing jobs can be analysed.

- 1 Using a suitable software package, load the file **SALES03.CSV** ☒ 1.1.1
- 2 Insert two new rows at the top of the spreadsheet. ☐ 2.1.1
- 3 Enter the values **0.02**, **0.03** and **0.05** in the first three cells of the top row. Name these cells **DS**, **ST** and **FO**. They are the extra charges made for double sided copying, stapling and folding. ☐ 2.2.1
- 4 In row 2, enter the following column headings, which should be in bold type and right-aligned: ☐ 3.1.1  
3.5.1

Customer	JobCode	Date	Extra	Quantity	Add	Price	Subtotal	Total
----------	---------	------	-------	----------	-----	-------	----------	-------

- 5 In the column headed *Price*, enter a formula which looks up the job price from the data in the file **PRICES03.CSV** where *JobCode = Job* ☐ 2.5.3  
2.4.2
- 6 In the *Add* column, enter a formula which works out the extra costs to be added to the sale. The formula will need to add:
- the value in cell *DS* if column *Extra* contains **DS** 2.4.1
  - the value in cell *ST* if column *Extra* contains **ST**
  - the value in cell *FO* if column *Extra* contains **FO** 2.5.1
- The column may contain any code or no code at all.  
You may wish to add extra column(s) to help with this calculation.
- 7 In the column headed *Subtotal*, enter a formula to calculate the price for the job including extras (*Price+Add*). ☐ 2.4.1
- 8 In the column headed *Total*, enter a formula to calculate the total price for the job (*Subtotal\*Quantity*). ☐ 2.4.1
- 9 Replicate these formulae for each job. ☐ 2.4.3
- 10 Format the columns *Add*, *Price*, *Subtotal* and *Total* so that numbers are shown to 2 decimal places. ☐ 3.3.1
- 11 Sort the table in ascending order of *Customer* and then in ascending order of *Date*. ☐ 5.1.1
- 12 Create a header which says **Orders for customer 1252** and a footer which shows your name, candidate number and today's date. ☐ 4.2.2
- 13 Select only those orders which were from customer 1252 and print the details (make sure that the contents of all cells are visible and that your name is printed). ☐ 5.2.1  
6.1.1

- ✓
- 14 Insert two new columns with the headings **Pcode** and **Printer** ☐ 2.1.1
- 15 In the *Pcode* column, insert a formula which splits the string in *JobCode* and extracts the first character. ☐ 2.3.1
- 16 Print jobs will be done on one of three printers. The printer to be used is indicated by the *Pcode* : ☐ 2.5.3

1      *Canon*  
 2      *Oce*  
 3      *Minolta*

In the *Printer* column insert a formula which uses *Pcode* to display the name of the printer for the job.

- 17 Replicate these formulae for each job. ☐ 2.4.3
- 18 Change the wording of the header to **Jobs printed on the Oce printer** ☐ 4.2.2
- 19 Select all orders printed on the *Oce* printer. ☐ 5.2.1
- 20 Set the widths of the first five columns (*Customer* to *Quantity*) to zero. ☐ 3.2.1  
 Make sure that the contents of all other cells are visible. 3.4.1  
 4.1.1  
 6.1.1
- Print this extract in landscape format, showing all the formulae instead of figures (make sure your name is visible on each page of the printout if there is more than one page). ☐
- 21 Create a new worksheet.
- 22 In this new sheet and using all the data, enter formulae which will count the number of jobs printed according to the *Printer* used. ☐ 2.5.2  
 Arrange the formulae so that you have a table like this: 3.4.1

Number of jobs by printer		
Canon	Oce	Minolta
456	345	234

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

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

Canon	456
Oce	345
Minolta	234

- 24 Create a header which says **Summary of jobs by printer** and a footer showing your name, candidate number and today's date. ☐ 4.2.2
- 25 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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You are working in the finance department at the University of Tawara beach.  
You are going to use a spreadsheet to look at the costs of various courses for a range of students.

- ✓
- 1 Using a suitable software package, load the file **ENROL.CSV** ☐ 1.1.1
  - 2 Insert two new rows at the top of the spreadsheet. ☐ 2.1.1
  - 3 Enter the values **100%**, **25%** and **10%** in the first three cells of the top row. Name these cells **B**, **H** and **S** (these are the rates of discount applied to fees for students). ☐ 2.2.1
  - 4 In row 2, enter the following column headings, which should be in bold type and right-aligned: ☐ 3.1.1  
3.5.1

StudentNo	Course	Year	Group	Entry	Dcode	Fee	Discount	Due
-----------	--------	------	-------	-------	-------	-----	----------	-----

- 5 In the column headed *Fee*, enter a formula which looks up the fee for the course from the data in the file **FEES03.CSV** where *Course* = *Code*. ☐ 2.5.3  
2.4.2
- 6 In the *Discount* column, enter a formula which works out the discount to be applied to the fee. The formula will calculate the discount by multiplying the rate in cell *B*, *H* or *S* by *Fee*, according to the discount code indicated in *Dcode* ☐ 2.4.1  
2.5.1
- 7 In the column headed *Due*, enter a formula which subtracts *Discount* from *Fee*. ☐ 2.4.1
- 8 Replicate these formulae for each student. ☐ 2.4.3
- 9 Format the *Fee*, *Discount* and *Due* columns so that numbers are shown to 2 decimal places. ☐ 3.3.1
- 10 Sort the table in descending order of *Year* and then in ascending order of *StudentNo*. ☐ 5.1.1
- 11 Create a header which says **Overseas students 2003-2004** and a footer which shows your name, candidate number and today's date. ☐ 4.2.2
- 12 Select only those students where *Dcode* = *S* and *Entry* = 2003/2004 Print their details (make sure that the contents of all cells are visible and that your name is printed). ☐ 5.2.1  
6.1.1
- 13 Insert two new columns **Code** and **Faculty** ☐ 2.1.1

14 In the *Code* column, insert a formula which splits the string in *Course* and extracts the first character. ☐ 2.3.1 ✓

15 The faculty is indicated by the first character of the course code: ☐ 2.5.3

- A Arts
- B Computing
- C Science
- D Engineering

In the *Faculty* column, insert a formula which displays the faculty name.

16 Replicate these formulae for each student. ☐ 2.4.3

17 Change the wording of the header to **Students in the Faculty of Engineering** ☐ 4.2.2

18 Select all students in the *Engineering* Faculty. ☐ 5.2.1

19 Set the widths of the first six columns (*StudentNo* to *Dcode*) to zero. Make sure that the contents of all other cells are visible. ☐ 3.2.1  
3.4.1  
4.1.1  
6.1.1

Print this extract in landscape format, showing all the formulae instead of figures (make sure your name is visible on each page of the printout if there is more than one page).

20 Create a new worksheet. ☐

21 In this new sheet and using all the data, enter formulae which will count the number of enrolments, according to *Faculty*. Arrange the formulae so that you have a table like this: ☐ 2.5.2  
3.4.1

Number of Enrolments, by Faculty			
Arts	Computing	Science	Engineering
45	34	23	41

(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

Arts	45
Computing	34
Science	23
Engineering	41

23 Create a header which says **Summary of enrolments** and a footer showing your name, candidate number 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

