

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

**ADVANCED SPREADSHEETS**

**5202/A**

Optional Module: Practical Assessment

2004

No Additional Materials are required

**1 hour  
and 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 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.

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.

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UNIVERSITY of CAMBRIDGE  
International Examinations

**[Turn over**

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 **ASSA4BKG.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 **HIGH**, **MED** and **LOW**. They are the discounts applied during certain periods of the year for regular customers.  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	Discount	Charge
---------	--------	--------	-------	--------	----------	--------

- 5 Insert a column headed **Month** between *Arrive* and *Nights*.  2.1.1
- 6 The *Arrive* date is shown as *yyyymmdd* – e.g. 20031002 would mean 2 Oct 2003.  2.3.1
- 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.
- 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 **ASSA4RTS.CSV** where *Month=MonthCode*  2.5.3  
2.4.2
- 9 In the *Discount* column enter a formula which works out the discount for the room. The formula will calculate the discount as follows:  2.4.1  
2.5.1
- If the value in *Season* is *high* then multiply the value in *Basic* by the value in the cell named *HIGH*
  - If the value in *Season* is *medium* then multiply the value in *Basic* by the value in the cell named *MED*
  - If the value in *Season* is *low* then multiply the value in *Basic* by the value in the cell named *LOW*
- 10 Replicate the formula for each booking.  2.4.3
- 11 In the *Charge* column, enter a formula which works out the charge for the room. The formula will  2.4.1  
2.5.1
- subtract the value in *Discount* from *Basic*
  - multiply this result by *Nights*
- 12 Replicate the formula for each booking.  2.4.3

- 13 Format the *Basic*, *Discount* and *Charge* columns so that numbers are shown to 2 decimal places.  3.3.1
- 14 Sort the table in ascending order of *Month* and then in descending order of *Nights*  5.1.1
- 15 Create a header which says **Low Season – Long Bookings** and a footer which shows your name and today's date.  4.2.2
- 16 Select only those bookings where the *Season* is **low** and *Nights* are more than 7  5.2.1  
6.1.1

Adjust the page layout so that the whole table fits on a single page.

Print the details of these bookings. Make sure that the contents of all cells are visible and that your name is printed.

- 17 Change the wording of the header to **Highest Cost Bookings**  4.2.2
- 18 Select from all the data all bookings where the *Charge* is greater than **700**  5.2.1  
For these orders, show only the columns *Account*, *Month*, *Season*, *Discount* and *Charge*
- 19 Print this extract in landscape format, showing the formulae instead of figures and the row and column headings.  3.4.1  
4.1.1  
4.2.3  
6.1.1
- 20 Create a new worksheet.
- 21 In this new sheet, enter formulae which will count all the **High Season** bookings in the file **ASSA4BKG.CSV** and show the number of bookings for each month.  2.5.2  
4.2.1

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

High Season Bookings			
November	December	January	February
9	9	9	9

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
- |          |   |
|----------|---|
| November | 9 |
| December | 9 |
| January  | 9 |
| February | 9 |
- 23 Create a header which says **High Season Bookings by Month** 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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You are working in the accounts department at Stella Car Rentals. You are going to use a spreadsheet application to demonstrate some of the ways in which rental data can be analysed.

- 1 Using a suitable software package, load the file **ASSB4RET.CSV**  1.1.1
- 2 Insert two new rows at the top of the spreadsheet.  2.1.1
- 3 Enter the values **25**, **50** and **45** in the first three cells of the top row. Name these cells **DRIVER**, **RETURN** and **VALET**.  2.2.1

These are some extra charges which may be made

- when a car is hired with an extra driver
- when it is not returned to the place from which it was hired
- when it needs to be valeted on its return.

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

Car	Type	Depot	Date	Days	Extras	Basic	Total
-----	------	-------	------	------	--------	-------	-------

- 5 Insert a column headed **ExCost** between *Basic* and *Total*  2.1.1
- 6 The *Extras* column contains 3 characters and is a mix of **N** and **Y**  2.3.1
- In the *ExCost* column, enter a formula which works out the extra costs for the rental.

The formula will need to add:

- the value in cell *DRIVER* if the first character of *Extras* is **Y**
- the value in cell *RETURN* if the second character of *Extras* is **Y**
- the value in cell *VALET* if the third character of *Extras* is **Y**

You may add extra column(s) to help with this calculation.

- 7 Replicate this formula for each rental.  2.4.3
- 8 In the column headed *Basic*, enter a formula which looks up the basic charge from the data in the file **ASSB4CHG.CSV** where *Type=TypeCode*  2.5.3  
2.4.2
- Replicate this formula for each rental.
- 9 In the *Total* column, enter a formula which works out the total cost of the rental by:  2.4.1  
2.5.1
- multiplying the value in *Basic* by the value in *Days*
  - adding this result to the value in *ExCost*

Replicate the formula for each rental.

- 10 Format the *Basic*, *ExCost* and *Total* columns so that numbers are shown to 2 decimal places.  5.1.1
- 11 Save this spreadsheet using a new filename.  5.1.1

- 12 Sort the table in ascending order of *Type* and then in ascending order of *Date*  5.1.1
- 13 Create a header which says **February Rentals – Mackay** and a footer which shows your name and today's date.  4.2.2
- 14 Select only rentals made during **February 2004** where the *Depot* is **Mackay**  5.2.1  
6.1.1

Adjust the page layout so that the whole table fits on a single page.

Print the details of these rentals. Make sure that the contents of all cells are visible and that your name is printed.

- 15 Change the header to **Valeted Cars - Bundaberg**  4.2.2
- 16 Select all rentals where the third letter in *Extras* is **Y** and the *Depot* is **Bundaberg**  5.2.1

For these rentals show only the columns *Car*, *Basic*, *Excost* and *Total*

- 17 Print this extract in landscape format, showing all formulae instead of figures and the row and column headings.  3.4.1  
4.1.1  
6.1.1

Make sure that the contents of all cells are visible and that your name is printed.

- 18 Create a new worksheet.
- 19 In this new sheet, enter formulae which will count all the rentals in the file that you saved in step 11, where the *Total* is greater than 300 and show the number for each *Depot*.  2.5.2  
4.2.1

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

Rental Cost > 300			
Townsville	Mackay	Rockhampton	Bundaberg
99	99	99	99

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

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

Townsville	99
Mackay	99
Rockhampton	99
Bundaberg	99

- 21 Create a header which says **Rental >300 by Depot** and a footer showing your name and today's date.  4.2.2
- 22 Print this sheet. Make sure that the contents of all cells are visible and that your name is printed.  6.1.1