

ICT Level 1

Spreadsheet mini-assignment

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Chapter 6

Spreadsheet / data manipulation task

This assignment tests your spreadsheet and data manipulation skills.

The local youth group has been raising funds for a new pool table and recently held a successful grand draw, which raised over £3000. The members were all asked to sell the books of tickets. Each member was given 10 books; however, many were able to sell a lot more! Each book had a value of £5.00. The Treasurer needs to keep track of books sold. He has asked you to help with creating a simple spreadsheet in which he can record the member's name, the books sold and calculate the income from the sales. The Treasurer needs to be able to print out the sales in data form and as a chart, because the Chairman wants to award a prize to the member who raises the most money. The Treasurer has made a list of some of the members and books sold so you can use this to test your design. You can find these in the text file: **Bestwich Data L1**.

Task 1

You should aim to spend no more than 30 minutes doing this task.

You will need the file Bestwich Design L1 and Bestwich Data L1.

This task is worth 15 marks.

Note: Files you create should be saved into the Bestwich Youth Group folder you created in the first assignment.

	tick when completed	✓
1	Open a new spreadsheet file.	
2	Create a spreadsheet for the Treasurer:	
a	Open the file Bestwich Design L1 and study the layout.	
b	Using the layout as a guide, create the outline of the spreadsheet.	
c	Make sure that headings are bold	

	tick when completed	✓
d	Make sure that the columns are wide enough to show the data labels in full (or, you can wrap the text).	
e	Centre the heading labels.	
f	Save the file as BYG Grand Draw into the folder entitled Bestwich Youth Group .	

tick when completed		✓
3	Enter the test data provided by the Treasurer:	
a	Open the file Bestwich Data L1 .	
b	Enter the data into the appropriate cells.	
c	Format the cells which contain currency to 2dp and show the £ sign.	
d	Delete the (£) from the title Total(£).	
4	Enter a formula that will calculate the income from the books sold by each member, this should appear in the column headed Total Sold . <u>Remember:</u> the formula is calculated by multiplying the number of books sold by the value per book.	
5	Enter a formula, which uses a function , to calculate the overall total raised.	
a	In an appropriate adjacent cell, label this cell – Overall Total Raised .	
b	Make the text bold.	
c	Wrap the text.	
6	Enter your name, candidate number and centre number in the footer.	
7	Save the file.	
8	Print the spreadsheet showing the formulae:	
a	Make sure the page orientation is portrait.	

tick when completed		✓
b	Show the gridlines.	
c	Show the row and column headers.	
d	Make sure that you show all the formulae.	
9	Change the spreadsheet to data view to show the values.	
a	Make sure the page orientation is portrait.	
b	Do not show gridlines.	
c	Do not show row and column headers.	
d	Add a border to the cell containing the overall total.	
e	Make the title bold and underlined.	
10	Check the spreadsheet for fitness for purpose.	
a	Make sure that the font is consistent and suitable.	
b	Make sure that all the data can be seen.	
c	Make sure your name, candidate number and centre number are in the footer.	
11	Print a copy of the spreadsheet.	
12	Close the file.	

Task 2

**You should aim to spend no more than 20 minutes doing this task.
This task is worth 10 marks.**

The Treasurer wants to display the data to show how sales of books are going and which member is the most successful. He needs this data as a table and a chart. He wants you to use the test data so he can see how it might look. The data needs to be sorted.

	tick when completed	✓
1	Open <u>your</u> spreadsheet file BYG Grand Draw .	
2	Sort the data into ascending order on Books Sold.	
3	Save the file.	
a	Make sure that all the data can be seen.	
b	Make sure your name, candidate number and centre number are in the footer.	
4	Print the file showing the values and the sorted data.	
5	Create a suitable bar chart in a separate worksheet.	
a	Show only the LastName and number of Books Sold	
b	Label the axes: Members and Number Sold	
c	Change the title to: Grand Draw Books Sold	
d	Make sure the chart has no unnecessary data.	

	tick when completed	✓
6	Save the file.	
a	Make sure that all the data can be seen.	
b	Make sure your name, candidate number and centre number are in the footer.	
7	Print the file.	
8	Check the file to make sure it is fit for purpose, remember it is to be displayed in the Youth Group Clubhouse.	
9	Close the file.	

Total Marks for Assignment: 25

Hand the four documents to your teacher for assessment and feedback.

Functional skills ICT – spreadsheet skills mini-assignment L1 mark scheme

Spreadsheet Task

Task 1:

Marking point	Task	Mark
Create a suitable spreadsheet for the Treasurer, Bestwich Youth Group		
1	Design has been followed as in given layout file, Bestwich Design L1.	1
2	Formatting column heading labels: Headings bold Headings centred Heading label seen in full – columns widened or text wrapped.	1 1 1
3	Accuracy in copying given data: All text included from data file, ignore capitalization and spelling Text accurate, check capitalization and spelling All data correct	1 1 1
4	Formulae correct: Total Sold (column E)e.g. =C4*D4 Overall Total Raised (suitable cell) e.g. =SUM(E4:E9) – DO NOT ALLOW use of + + +	1 1
5	Formatting – Value per Book, Total Sold and Overall Total Raised all formatted to currency, 2dp (allow Accounting)	1
6	Print of spreadsheet in formula view showing gridlines + row and column headings	1
7	Printed as portrait	1
8	Title: Attempt at title, ignore capitalization and spelling Suitable title, e.g. Sales of Grand Draw Tickets (check capitalization and spelling/ allow all capitals)	1 1
9	Border around Overall Total Raised and £result	1
Total marks for Task: 15		

Task 2:

Marking point	Task	Mark
Produce the data as a table and a chart for the Treasurer, Bestwich Youth Group		
1	Sorting: Attempt at sorting data Data sorted in ascending order	1 1
2	Print of spreadsheet in data view, showing sorted data.	1
3	Chart: Creation of correct bar chart (allow column) or if, Chart created – but not bar	2 or 1
4	Axes Labels: X Axis – Members (or similar) Y Axis – Number Sold (or similar) Allow sensible capitalization.	1
5	Axes Labels exactly as given in task (bold/capitalization/spelling)	1
7	Chart title exactly as given: Grand Draw Books Sold (bold/capitalization/spelling)	1
8	No unnecessary data e.g. legend	1
9	Print of chart, fit for purpose and display in Clubhouse.	1
Total marks for Task: Max 10		

Total Marks for Assignment: 25