

ICT Level 2

Spreadsheet mini-assignment

Susan Nutt

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 L2**.

Task 1

You should aim to spend no more than 30 minutes doing this task. You will need the file **Bestwich Design L2** and **Bestwich Data L2**. This task is worth 20 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 L2 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 text used for the data labels is wrapped.	
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 L2 .	
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 for the first member in the column headed Books Sold that will calculate the number of books sold by each member, by subtracting the number of books returned from the number issued.	
5	Enter a formula that will calculate the income from the books sold by each member. This should appear in the column headed Total Raised.	
6	In an appropriate cell in the column headed Books Sold , enter a formula, which uses a function , to calculate the average books sold (to 1dp).	
a	Label this cell – Average Books Sold .	
b	Make the text bold.	
c	Wrap the text.	
7	In an appropriate cell in the column headed Total Sold, enter a formula, which uses a function, to calculate the overall total raised.	
a	Label this cell – Overall Total Raised .	
b	Make the text bold.	
c	Wrap the text.	
8	Sort the data into ascending order on LastName .	
9	Enter your name, candidate number and centre number in the footer.	

	tick when completed	✓
10	Save the file.	
11	Print the spreadsheet showing the formulae:	
a	Make sure the page orientation is landscape.	
b	Show the gridlines.	
c	Show the row and column headers.	
d	Make sure that you show all the formulae.	
e	Make sure the data fits on one side of A4.	
12	Change the spreadsheet to data view to show the values.	
a	Add an outside border around the data.	
b	Make the cell containing the overall total bold.	
c	Make the title bold and underlined.	
d	Make sure the page orientation is landscape.	
e	Centre the data horizontally on the page.	
f	Do not show gridlines.	
g	Do not show row and column headers.	
h	Make sure the data fits on one page of A4.	
13	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.	
14	Save the file.	
15	Print a copy of the spreadsheet.	
16	Close the file.	

Task 2

You should aim to spend no more than 15 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 in terms of money raised. He needs this data as a chart. He wants you to use the test data so he can see how it might look.

tick when completed		✓
1	Open <u>your</u> spreadsheet file BYG Grand Draw .	
2	Create a suitable pie chart in a separate worksheet.	
a	Show only the LastName and Total Sold	
b	Change the title to: Grand Draw Books Sold	
c	Show the values as data labels.	
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.	

tick when completed		✓
4	Print the file.	
5	Check the file to make sure it is fit for purpose, remember it is to be displayed in the Youth Group Clubhouse.	
6	Close the file.	

Total Marks for Assignment: 30

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

Functional skills ICT – spreadsheet skills mini-assignment L2 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 L2.	1
2	Formatting column heading labels: Headings bold and centred Heading text wrapped	1 1
3	Accuracy in copying given data: Text accurate, check capitalization and spelling (allow 2 errors) All data correct	1 1
4	Formulae correct: Books Sold e.g. =C4-D4 Total Sold e.g. =C4*D4 Average Books Sold e.g. =Average(E4:E13) Overall Total Raised (suitable cell) e.g. =SUM(G4:G9) – DO NOT ALLOW use of + + +	1 1 1 1
5	Formatting – Value per Book, Total Sold and Overall Total Raised all formatted to currency, 2dp (allow Accounting) Average Books Sold formatted to 1dp	1 1
6	Data sorted on LastName: ascending order	1
7	Print of spreadsheet in formula view showing gridlines + row and column headers	1
8	Printed as landscape	1
9	Data view – Outside border around the data Data centred horizontally	1 1
10	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
11	Printed as landscape, no row and column headers	1
12	Output is suitable for display in the Clubhouse without amendment or correction.	1
Total marks for Task: 20		

Task 2:

Marking point	Task	Mark
Produce the data as a table and a chart for the Treasurer, Bestwich Youth Group		
1	Chart: Creation of correct pie chart or if, Chart created – but not pie	2 or 1
2	Data Labels: Label present Label shows value £	1 1
3	Legend shows name of member	1
4	Chart title – attempt at title Title exactly as given: Grand Draw Books Sold (bold/capitalization/spelling)	1 1
5	No unnecessary data e.g. percent	1
6	Chart printed A4, landscape	1
7	Print of chart, fit for purpose and display in Clubhouse, e.g. labels do not overlap, size of chart is appropriate	1
Total marks for Task: Max 10		

Total Marks for Assignment: 30