**Spreadsheet Methods - 2014 Exam Mark Scheme**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Mark divided by 2 to get %: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Assessment Criteria** | | | **Question Number** | **Marks**  **Awarded** | **Question** | | **Mark Commentary** |
|  | | | 2 | 4 | Merge and centre cells C2 to F2, add the title Car Repair Centre. Set the font to Arial size 14 bold with a shaded background and a thick box border. | |  |
| 3 | 2 | In cell A4 add the title **Today’s Date:** format to bold with a shaded background and a normal border. | |  |
|  | Mark |  | 4 | 4 | Add each of the headings as shown (back page) from cells A6 to I6, set the formatting to bold with a shaded background, wrapped text, centre alignment and add all borders. |  | |  |
| Creating 60 Marks | | | 5 | 3 | From cell A7 to C16, E7 to E16, H7 to H16 and A22 to C27 add text as shown (back page). | |  |
| 6 | 4 | In cells D7 to D16, F7 to G16, B23 to C27 and cells G17 to G18 set the format of the cells currency format, with two decimal places. | |  |
| 7 | 3 | Add all borders add shading as shown (back page). | |  |
| 8 | 3 | Insert the date into cell B4 using a Date Function (TODAY or NOW). | |  |
| 9 | 6 | Enter a VLOOKUP formula in cell D7 to find the Price of Repair. Use a named group of cells or absolute cell referencing, to name the List of Repair Prices range. Use auto fill to drag the formula for this column. | |  |
| 10 | 6 | Use a SIMPLE IF to calculate the Discount in cell F7 as follows; if the Hours Work on a car is greater than or equal to 6 hours, €10 discount, otherwise they receive 0. Use auto fill to drag the formula for this column. | |  |
| 11 | 6 | Calculate the Gross Price in cell G7 by multiplying the Price of Repair by Hours Work and subtracting the discount. | |  |
| 12 | 7 | Use an IF AND formula in cell I7 to calculate a Free Carwash for customers based on the following:  IF the car is in the garage 5 days or more AND the Gross Price is over €100, give the customer a Free Car Wash, otherwise charge give no free car wash. Use auto fill to copy this formula for the column. | |  |
| 13 | 4 | In cell G17 add a function to find the AVERAGE Gross Price. | |  |
| 14 | 4 | In cell G18 add a SUM function to find the Total Income. | |  |
| 15 | 4 | In cell D17 add a COUNT function to find the number of cars serviced. | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | 22 | | 3 | Delete the row for the car 09CN1235 which had a Service. |  |
|  | | Mark | | | |  | |
| 23 | | 4 | Add a row above 19/03/2014 08 D 4895 and add the following details:  Date In 18/03/2014, Car Reg 01MN 6543, Repair Description Timing Belt, Hours Work 6 and Number of Days in Garage 5.  Ensure all the formulas are auto filled where needed. |  |
| Edit 10 Marks | | | | | | | |
| 24 | | 3 | Delete column F with the ***Free Gift***. |  |
|  | Mark | | | |  | | | 25 | | 3 | Name the worksheet ‘Car Repairs’. |  |
| Organise  10 Marks | | | | | | | | 26 | | 7 | Sort the spreadsheet with a two-key sort by the ***Repair Description*** and the ***Hours Worked***. |  |
|  | | | | | | | | 27 | | 4 | Create a bar chart based on the ***Car Reg*** of the Customers and the ***Gross Price*** of all people who had their **Gearbox** repaired. |  |
|  | Mark | | |  | | | |
| Chart 10 Marks | | | | | | | | 28 | | 1 | Save the bar chart to a new worksheet and rename the worksheet as ‘Gearbox Repairs’. |  |
| 29 | | 1 | Add your name as a chart title e.g. Mary Smith. |  |
| 30 | | 1 | Turn off the Legend. |  |
| 31 | | 1 | Turn on the Data Labels. |  |
| 32 | | 2 | Add appropriate titles to the X and Y axis of the chart. |  |
|  | | | | | | | | 1 | | 1 | Save a Spreadsheet as **Your Name** to the USB provided. |  |
|  | | | Mark | | | |  |
| 16 | | 1 | Set the print area of the worksheet to A1 to I27. |  |
| 17 | | 1 | Set the page to landscape and scale to print 1 page wide by 1 page tall. |  |
| Save &  Print 10 Marks | | | | | | | |
| 18 | | 1 | Turn on the Row and Column headings. |  |
| 19 | | 1 | Add a Custom Header to include your name and your class group. |  |
| 20 | | 1 | Turn on the formula and print the worksheet ‘Car Repair Centre’. |  |
| 21 | | 1 | Turn off the formula and print the worksheet ‘Car Repair Centre’ showing the values. |  |
| 33 | | 1 | Print the Bar Chart on landscape orientation. |  |
| 34 | | 1 | Print your worksheet ‘Car Repair Centre’ after all editing has been completed. |  |
| 35 | | 1 | Save the spreadsheet as ***Your Name*** to the USB memory device provided. |  |
|  | | | | | | | | **Total Marks** |  | **Comments:** | | **Total Mark:** |