**Spreadsheet Methods - 2015 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 Golf Club Membership. 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 H6, 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 B18, F7 to F18 and A24 to B26 add text as shown (back page). | |  |
| 6 | 4 | In cells E7 to G18, C19 to C21, B25 to B26 and F19, 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 | 3 | Calculate the Age of each Member in cell C7 using the **YEAR** function (use Today’s Date and the members Date of Birth). Use auto fill to drag the formula for this column. | |  |
| 10 | 6 | Use a **SIMPLE IF** to calculate the Membership Type in cell D7 as follows; if the Age of a Member is greater than or equal to 35, they are a Senior Member, otherwise they are a Junior Member. Use auto fill to drag the formula for this column. | |  |
| 11 | 6 | Enter a **VLOOKUP** formula in cell E7 to find the Membership Fee. Use the information in cell range A24:B26 and name the range **Fees**. Use auto fill to drag the formula for this column. | |  |
| 12 | 3 | Calculate the Fee Outstanding in cell G7, use the Membership Fee and **subtract** the Fee Paid. | |  |
| 13 | 7 | Use an IF AND formula in cell H7 to calculate the Paid Early Discount for members based on the following: IF the Membership Type is Senior AND the Fee Outstanding is €0.00, give the customer a Clothing Voucher, otherwise they receive nothing. Use auto fill to copy this formula for the column. | |  |
| 14 | 3 | In cell C19 add a function to find the **AVERAGE** Age of Member. | |  |
| 15 | 3 | In cell C20 add a **MIN** function to find the Youngest Members Age. | |  |
| 16 | 3 | In cell C21 add a **MAX** function to find the Oldest Members Age. | |  |
|  | | | 17 | 3 | In cell F19 add a **SUM** function to find the Total Fees Paid to date. | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | 24 | 3 | Delete the row for the member David Smith born on 04/07/1964. |  |
|  | | Mark | | | |  | |
| 25 | 4 | Add a row above Henry Collins and add the following details: ***Member Name*** Nuala Collins, ***Date of Birth*** 15/08/1959, ***Fee Paid*** €250. Ensure all the formulas are auto filled where needed. |  |
| Edit 10 Marks | | | | | | | |
| 26 | 3 | Delete column H with the ***Paid Early Discount***. |  |
|  | Mark | | | |  | | | 27 | 3 | Name the worksheet ‘Golf Club Membership’. |  |
| Organise  10 Marks | | | | | | | | 28 | 7 | Sort the spreadsheet with a two-key sort by the ***Membership Type*** and the ***Fee Outstanding***. |  |
|  | | | | | | | | 29 | 4 | Create a column chart based on the ***Member Names*** and the ***Fee Paid*** of ***Senior*** members. |  |
|  | Mark | | |  | | | |
| Chart 10 Marks | | | | | | | | 30 | 1 | Save the column chart to a new worksheet and rename the worksheet as **Senior Fees**. |  |
| 31 | 1 | Add your name as a chart title e.g. Mary Smith. |  |
| 32 | 1 | Turn on the Data Table. |  |
| 33 | 1 | Turn on the Data Labels. |  |
| 34 | 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 | | | |  |
| 18 | 1 | Set the print area of the worksheet to A1 to H26. |  |
| 19 | 1 | Set the page to landscape and scale to print 1 page wide by 1 page tall. |  |
| Save &  Print 10 Marks | | | | | | | |
| 20 | 1 | Turn on the Row and Column headings. |  |
| 21 | 1 | Add a Custom Header to include your name and your class group. |  |
| 22 | 1 | Turn on the formula and print the worksheet ‘Golf Club Membership’. |  |
| 23 | 1 | Turn off the formula and print the worksheet ‘Golf Club Membership’ showing the values. |  |
| 35 | 1 | Print the column chart on landscape orientation. |  |
| 36 | 1 | Print your worksheet ‘Golf Club Membership’ after all editing has been completed. |  |
| 37 | 1 | Save the spreadsheet as ***Your Name*** to the USB memory device provided. |  |
|  | | | | | | | | **Comments:** | | | **Total Mark:** |