

Spreadsheet Methods

Level 5 5N1977

Monaghan Institute

19th April 2013

9.30 – 11.30am

Examination (Practical)

Time Allowed 2 Hours

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions: to Candidates:**

1 Write your name on the label attached to your memory stick.

2 Add your name in the header of each worksheet.

3 There are 34 questions and all questions should be attempted.

4 You must submit your work printed **and** saved on the provided USB memory device.

5 The use of Microsoft Help is forbidden.

6 Save your work regularly to ensure you do not lose it.

**Introduction**

A local Monaghan Furniture Sales company require a Spreadsheet to track their furniture sales. You will be creating the Spreadsheet and the required formula for the school.

1. Save a Spreadsheet as **Your Name** to the USB provided. (1 mark)

**Create Spreadsheet and add Formatting**

Create the Spreadsheet as shown on the last page of the exam paper, by completing the following questions.

1. Merge and centre cells D2 to H2, add the title Furniture Sales Monaghan. Set the font to Calibri size 14 bold with a shaded background and a thick box border.
2. In cell A4 add the title Today format to bold with a shaded background and a normal border.
3. Add each of the headings as shown (back page) from cells A6 to H6, make them bold with a shaded background, left alignment and add all borders.
4. From cell A7 to C16, E7 to E16 and A21 to B27 add text as shown (back page).
5. In cells D7 to D16, G7 to G16, H7 to H19 and B22 to B27 set the format of the cells currency format, with two decimal places and enter the numeric values as shown from B22 to B27 (back page).
6. Add all borders add shading as shown (back page).

(20 marks)

**Insert Date from Computer Clock**

1. Insert the date into cell B4 using a function. (4 marks)

**Generate Formulae and Functions**

1. Enter a VLOOKUP formula in cell D7 to add the Gross Price of the Product listed in C7 (use a named group of cells or absolute cell referencing). Use auto fill to drag the formula for this column. (8 marks)
2. Use a S IMPLE IF to calculate Free Gifts in cell F7 as follows, if a customer buys more than one product in Quantity they receive a Door Stopper, otherwise they receive nothing. Use auto fill to drag the formula for this column. (8 marks)
3. Use a NESTED IF formula in cell G7 to show the price of the delivery use the following rules:

If the Gross Price is over €250 charge 0,

If the Gross Price is over €150 charge €10,

Otherwise charge €15.

Use auto fill to copy this formula to cell G16. (8 marks)

Calculate the Total Price.

1. In cell H17 add a SUM formula to find the Total Sales. (4 marks)
2. In cell H18 add a formula to find the AVERAGE Sales. (4 marks)
3. In cell H19 add a MAX formula to find the maximum Sales. (4 marks)

**Print Specified Area of the Spreadsheet**

1. Set the print area of the worksheet to A1 to H27.
2. Set the page to landscape and scale to print 1 page wide by 1 page tall.
3. Turn on the Row and Column headings.
4. Add a Custom Header to include your name and your class group.
5. Turn on the formula and print the worksheet ‘Furniture Sales’.
6. Turn off the formula and print the worksheet ‘Furniture Sales’ showing the values.

(6 marks)

**Edit the Spreadsheet**

1. Delete the row for Declan Treanor. (4 marks)
2. Add a row above Kay Kelleher and add the following details:

Tom ***First Name,*** Treanor ***Surname,*** Nested Table ***Product*** and2 ***Quantity***,

Ensure all the formulas are auto filled where needed. (10 marks)

1. Delete column F with the ***Free Gift***. (6 marks)

**Organise the Spreadsheet**

1. Name the worksheet ‘Furniture Sales’. (3 marks)
2. Sort the spreadsheet with a two-key sort by the ***Product*** and the ***Total Price***. (7 marks)

**Produce a Chart**

1. Create a column chart based on the **First Names** of the Customers and the ***Total Price*** of all people who bought Bunk Beds. (8 marks)
2. Save the column chart to a new worksheet and rename the worksheet as ‘Bunk Bed Sales’.

(2 marks)

1. Add your name as a chart title e.g. Mary Smith. (2 marks)
2. Turn off the Legend. (2 marks)
3. Turn on the Data Labels. (2 marks)
4. Add appropriate titles to the X and Y axis of the chart. (4 marks)

**Print the Spreadsheet and Chart**

1. Print the Bar Chart on landscape orientation.
2. Print your worksheet ‘Furniture Sales’ after all editing has been completed. (2 marks)

**Save**

1. Save the spreadsheet as ***Your Name*** to the USB memory device provided.

Please - ensure the work is saved to the USB. (1 mark)

**Checklist of Requirements:**

At the end of the examination you should have the following:

* The spreadsheet saved to the USB memory device as ***your name***.
* A printout of the worksheet **‘Furniture Sales’** at instruction 19 showing formula.
* A printout of the worksheet **‘Furniture Sales’** at instruction 20 with formula off.
* A printout of the bar chart.
* A printout of the worksheet **‘Furniture Sales’** showing final editing.

***CANDIDATES: Please ensure you have answered every question accurately by re-reading the questions when you have finished. Gather all printed pages and submit these with your USB.***