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Spreadsheet Methods

Level 5 5N1977

Monaghan Institute

30th April 2014

1.30 – 3.30pm

Examination (Practical) 50% of Module

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 35 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 Car Garage requires a Spreadsheet to track their repairs. You will be creating the Spreadsheet and the required formula for the business.

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 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.
2. In cell A4 add the title **Today’s Date:** 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 I6, set the formatting to bold with a shaded background, wrapped text, centre alignment and add all borders.
4. From cell A7 to C16, E7 to E16, H7 to H16 and A22 to C27 add text as shown (back page).
5. 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.
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 Date Function (TODAY or NOW). (3 marks)

**Generate Formulae and Functions**

1. 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. (6 marks)
2. 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. (6 marks)
3. Calculate the Gross Price in cell G7 by multiplying the Price of Repair by Hours Work and subtracting the discount. (6 marks)
4. 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. (7 marks)

1. In cell G17 add a function to find the AVERAGE Gross Price. (4 marks)
2. In cell G18 add a SUM function to find the Total Income. (4 marks)
3. In cell D17 add a COUNT function to find the number of cars serviced. (4 marks)

**Print Specified Area of the Spreadsheet**

1. Set the print area of the worksheet to A1 to I27.
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 ‘Car Repair Centre’.
6. Turn off the formula and print the worksheet ‘Car Repair Centre’ showing the values.

 (6 marks)

**Edit the Spreadsheet**

1. Delete the row for the car 09CN1235 which had a Service. (3 marks)
2. 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. (4 marks)

1. Delete column I with the ***Free Gift***. (3 marks)

**Organise the Spreadsheet**

1. Name the worksheet ‘Car Repairs’. (3 marks)
2. Sort the spreadsheet with a two-key sort by the ***Repair Description*** and the ***Hours Worked***. (7 marks)

**Produce a Chart**

1. Create a bar chart based on the ***Car Reg*** of the Customers and the ***Gross Price*** of all people who had their **Gearbox** repaired. (4 marks)
2. Save the bar chart to a new worksheet and rename the worksheet as ‘Gearbox Repairs’.

 (1 marks)

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

**Print the Spreadsheet and Chart**

1. Print the Bar Chart on landscape orientation.
2. Print your worksheet ‘Car Repair Centre’ 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 **‘Car Repair Centre’** at question 20 showing formula.
* A printout of the worksheet **‘Car Repair Centre’** at question 21 with formula off.
* A printout of the bar chart.
* A printout of the worksheet **‘Car Repair Centre’** at question 34 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 recommended your USB.***