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**Spreadsheet Methods**

**5N1977**

**Level 5**

**2015 - Monaghan Institute**

**Practical Examination 50% - Duration 2 Hours**

**Instructions to Candidates:**

1. Write your name on the label attached to your memory stick.
2. There are 37 questions and **all** questions should be attempted.
3. Save your work regularly to ensure you do not lose it.
4. The use of Microsoft Help is forbidden.
5. Add your name in the header of each worksheet.
6. You must submit your exam paper at the end of the exam.
7. Ensure your work is printed **and** saved on the provided USB memory device.

**Candidate Name:**

**PPS No:**

**Tutor Name:**

**Instructions: to Candidates:**

**Introduction**

Green Fields Golf Club require a spreadsheet to track the clubs current membership fees for 2015. You will be creating the Spreadsheet and the required formula for the club.

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 **Golf Club Membership**. 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 H6, set the formatting to bold with a shaded background, wrapped text, centre alignment and add all borders.
4. From cell A7 to B18, F7 to F18 and A24 to B26 add text as shown (back page).
5. In cells E7 to G18, C19 to C21 and F19 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. 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. (3 marks)
2. 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. (6 marks)
3. 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.

 (6 marks)

1. Calculate the Fee Outstanding in cell G7, use the Membership Fee and **subtract** the Fee Paid. Use auto fill to drag the formula for this column. (3 marks)
2. 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. (7 marks)

1. In cell C19 add a function to find the **AVERAGE** Age of Member. (3 marks)
2. In cell C20 add a **MIN** function to find the Youngest Members Age. (3 marks)
3. In cell C21 add a **MAX** function to find the Oldest Members Age. (3 marks)
4. In cell F19 add a **SUM** function to find the Total Fees Paid to date. (3 marks)

**Print Specified Area of the Spreadsheet**

1. Set the print area of the worksheet to A1 to H26.
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 **Golf Club Membership**.
6. Turn off the formula and print the worksheet **Golf Club Membership** showing the values.

 (6 marks)

**Edit the Spreadsheet**

1. Delete the row for the member David Smith born on 04/07/1964. (3 marks)
2. 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. (4 marks)

1. Delete column H with the ***Paid Early Discount***. (3 marks)

**Organise the Spreadsheet**

1. Name the worksheet **Golf Club Membership**. (3 marks)
2. Sort the spreadsheet with a two-key sort by the ***Membership Type*** and the ***Fee Outstanding***. (7 marks)

**Produce a Chart**

1. Create a column chart based on the ***Member Names*** and the ***Fee Paid*** of ***Senior*** members.

 (4 marks)

1. Save the column chart to a new worksheet and rename the worksheet as **Senior Fees**.

 (1 mark)

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

**Print the Spreadsheet and Chart**

1. Print the column chart on landscape orientation. (1 mark)
2. Print your worksheet **Golf Club Membership** after all editing has been completed. (1 mark)

**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 **Golf Club Membership** at question 22 showing formula.
* A printout of the worksheet **Golf Club Membership** at question 23 with formula off.
* A printout of the column chart.
* A printout of the worksheet **Golf Club Membership** at question 36 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 and your exam paper.***