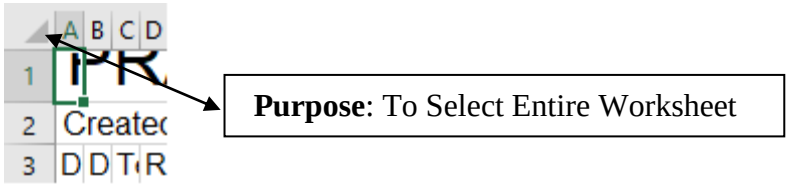
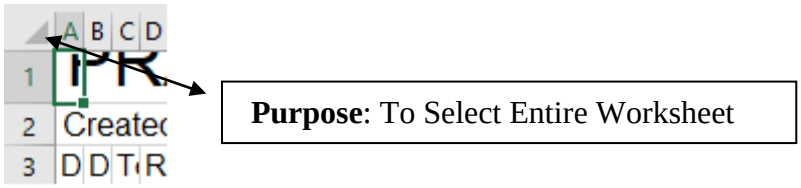
DEPARTMENT OF APPLIED TECHNOLOGIES

NELSON MANDELA UNIVERSITY

Excel Formative Assessment 1 (Year)

Scenario

Rosie Reeves is an entrepreneurial middle-school (12 – 15 age) student who sells homemade lemonade from a stand at the park near her house. To promote her lemonade-stand, she distributes leaflets in the park. Rosie records details of her sales and flyer (leaflet) distribution, along with weather measurements including the temperature and rainfall each day.

No	Reference	Instructions in this assessment is from Week 1 and 2
		CHANGES ON SHEET: *Practice*
1.	All Columns	Adjust all the Widths of the Columns (where necessary) so that the information is fully visible 
2.	All Rows	Adjust all the Heights of the Rows (where necessary) so that the information is fully visible 
3.	Cells J1 and N1	Clear the contents in these cells
4.	Cell B2	Type: **Last Name**, **First Name** *e.g. Ambaram, Sanjay* (Adjust the column width so that the information is fully visible)
5.	Cell C2	Type: **27 June 2020** (Note: Your date might display in a different format)

6.	Cell G3	Type: **Sales** (Adjust the column width so that the information is fully visible)
7.	Range A3:G3	Copy the contents from A3:G3 across to A37:G37 and A69:G69
8.	Cell I3	Fill I3 through to I4:I10
9.	Cell J3	Fill J3 through to J4:J10
10.	Range K3:K5	Fill K3:K5 through to K6:K10
11.	Cell L3	Fill L3 through to L4:L10
12.	Cell M3	Fill M3 through to M4:M10
CHANGES ON SHEET: *Lemonade*		
13.	Cell A1	Edit the cell so that the contents read “SALES January 2020”
14.	Cell A33	Copy contents stored in A1 to A33. Edit the cell so that the contents read “SALES February 2020”
15.	Cell A2	Clear the contents in this cell Type the words **Last Updated:**
16.	Cell F35	Type the decimal value **0.5**
17.	Range F36:F54	Fill F35 through to F36:F54 to display same decimal value that is stored in F35
18.	Cell C2	Use a Function to display the *current system date*
19.	Cell B31	Use a Function that explicitly uses cell range B4:B30 to determine the total sales days for January
20.	Cell E31	What were the total number distributed Flyers for January? Insert the Function to display the answer to this question
21.	Cell G31	Determine the total Sale Transactions made for January by using a Function

22.	Cell H31	Use a Function to display the total Revenue generated for the month January
23.	Cell K8	Determine the Most distributed flyers for the month of January by using a Function
24.	Cell K9	Use a Function that will display the Lowest January Rainfall
25.	Cell K10	The average January temperature must be determined by using a Function Use a function to round the result by zero decimals
26.	Cell K11	Use a Formula to show the total January Revenue that was already calculated in this sheet
27.	Page	Change the Orientation of the worksheet to *Landscape* Set the Page to print *with gridlines*
28.	Page	Set Page Margins: Top: 0.3" and Bottom: 0.2" Set the Page Setup to *Fit All Columns on Page*
29.	Footer	Right section, Insert: *The page number* Left section, Type: Your **student number**
CHANGES ON SHEET: *Sheet 1*		
30.	Column B	Adjust the column width to 15 pt
31.	Cell E5	Round the value to Zero decimals by using a Function
32.	Cell E6	Use a Function to round the value to one decimal value
33.	Range B15:E15	*Merge* the cells in this range
34.	Cell C17	Use a Formula to calculate the Total Increased Revenue 2020 for February by adding the calculated Increase Percentage **Amount** (Percentage stored elsewhere in worksheet) with February's Total Revenue Fill / Copy the formula in cell C17 through to C18, and to C16 *Note: C16 will display a 0 value for now*

35.	Cell D17	Use a Function to round the Total Increase Revenue for February to zero decimal values
36.	Cell C4	Use a Formula to display the total Flyers (that has been calculated) from the Lemonade sheet for January
37.	Cell D4	Use a Formula to display the total Sales (that has been calculated) from the Lemonade sheet for January
38.	Cell E4	Use a Formula to display the total Revenue (that has been calculated) from the Lemonade sheet (Explicitly use Cell H31) for January
39.	Cell C11	Use a Function to display the Least Flyers distributed from the Lemonade sheet for January
40.	Cell C12	Use a Function to display the Highest Rainfall from the Lemonade sheet for January
41.	Cell C13	Use a Formula to display the Average Temperature (that has been calculated) from the Lemonade sheet for January
42.	Printing	Set the following printing options for this sheet: Page Orientation to *Portrait* Margins to *Center on page Vertically* Page to print on *one page*, with *no gridlines*
43.	Header	Insert a Header: Center section, Insert: *File Path*
44.	Footer	Insert a Footer: Right section, Type: Your **student number**
This assessment is marked out of **20 marks**		

- **SAVE** the file on your NMU drive
- **UPLOAD** using **SMARK**