Name .... **Stream** ....

UGANDA ADVANCED CERTIFICATE OF EDUCATION

SUBSIDIARY ICT

TERM TWO 2024

1 HOUR

SPREADSHEETS THEORY TEST

1. Wordsworth Dental Practice uses spreadsheet software. Explain each of the following spreadsheet terms.

   a) A formula

   ....

   b) A function

   ....

   c) A workbook

   ....

   d) Worksheet

   ....

   e) A cell

   ....

2. The table shows part of a spreadsheet file.

	A	B	C	D
1	**Serial Number**	**Item**	**Cost of One Item**	**In Stock (Y/N)**
2	X21345	Waste Paper Basket	2.00	N
3	X23425	Pencil (Box of 20)	4.00	Y
4	X24324	Photocopying Paper (500 sheets)	2.50	Y
5	X25342	Disks (Box of 10)	15.00	N
6	X26435	Stapler	5.00	Y

a) Give the cell reference that contains the cost of a stapler.

....

b) Identify one cell containing numeric data.

....

c) Identify a column that contains data that is left justified.

....

d) Identify **one** column that should be formatted as currency.

....

e) Give **one** advantage of entering just 'Y' or 'N' in the 'In Stock (Y/N)' column rather than the full words 'Yes' or 'No'.

....

3. The worksheet below shows a school's expenditures paid out for the first three months of the year.

	A	B	C	D	E	F
1	Item	Jan	Feb	Mar	Total	Average
2						
3	Food	72	72	106		
4	Electricity	24	37	66		
5	Telephone	96	90	114		
6	Stationary	48	38	64		
7						
8	Total					

a) Write down a formula to calculate the following:

   i)   Total expenses for electricity ....

   ii)   Average expenses for stationary ....

   iii) Highest expense for telephone ....

b) Write down the cell address for ;

   i)   Telephone ....

   ii)   Food expense of February ....

4. a) State any three reasons why you would prefer an electronic spreadsheet when preparing a budget

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....
....

b.) Write down any two examples of spreadsheet software.

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....

5. You are given the following spreadsheeet. Use it to answer questions that follow.

	A	B	C
1	Item name	Unit price	quantity
2	Peas	800	16
3	Sorghum	900	18
4	Maize	800	40
5	Simsim	#########	80
6	Beans	800	17
19	Highest		
20	mode		

a) State the data type used in cell B5

....

b)Write a formula to determine modal unit price

....

c). What does the error in cell B5 mean?

....

d). How do you rectify the error above?

 ....

e) Name one example of a graph that can be created in spreadsheets.

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6. Distinguish between the following terms

i)   Values and labels

....
....

ii)   Name box and formulabar

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....

iii)   A formula and a function

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....

....

7. **a.** What do you understand by a cell reference?

....

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b. With examples, explain the difference between aboslute and relative cell referencing.

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8. State any five disadvantages of electronic spreadsheets.

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....

9. What do the following error messages represent in spreadsheets?
    a) #REF..
    b) #DIV/0..
    c) #NULL...
    d) #NAME..
    e) #NUM..

10. Outline the steps you would follow to sort a given set of label data in Alphabetical order in spreadsheets.

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END

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