

EUP1501

Semester 1 2025

Formative Assessment 3

Total Grade: 90

This practical assessment is designed to evaluate students' **Microsoft Excel** and **PowerPoint** skills by integrating calculating, and presentation techniques. The assessment requires students to work with an Excel dataset and present some findings in PowerPoint.

The assessment has 2 Parts (**Section A and Section B**), and you must complete both sections. **Read the instructions carefully.**

Section A: Ms Excel (45)

Open a blank spreadsheet. Create the **Drone Sales Dataset** using the data provided below, and complete the tasks: [4]

No	Drone Model	Sales Region	Units Sold	Unit Price	Total Revenue	Profit Margin (%)	Profit Amount
1	DJI Phantom 4	North America	5000	1200		25	
2	Parrot Anafi	Europe	3000	800		30	
3	DJI Mavic Air 2	Asia	7000	1000		28	
4	Skydio 2	South America	2500	1500		32	
5	Autel Evo II	Africa	1800	1100		27	
6	Sum						
7	Average						
8	Max						
9	Min						

Tasks:

1. Apply **bold headers** and change the font size to **12pt**. [2]
2. Calculate Total Revenue for all drone models using the formula
 - **Total Revenue = Units Sold × Unit Price** [5]
3. Calculate Profit Amount for all drone models using the formula:
 - **Profit Amount = (Profit Margin / 100) × Total Revenue** [5]
4. Format all currency values (**Unit Price, Total Revenue, Profit Amount**) as **currency** (use *rands, 2 decimal places*). [5]
5. Apply **conditional formatting** to highlight sales regions where revenue exceeds **R50,000.00**. [5]
6. Adjust column widths to ensure data visibility.
7. Apply **SUM, AVERAGE, MAX, and MIN** functions for **Total Revenue and Profit Amount**. [8]
8. Generate **two charts for visualization purposes**:
 - A Bar Chart comparing revenue across different sales regions. [3]
 - A Pie Chart showing the market share of each drone model (use **“Drone model”** and **“Profit Amount”** columns).

[3]

9. From the **Home ribbon**, use "**Format as Table**" to select the style for the dataset (use any purple style). *Make sure you select the dataset before you start.* [5]
 10. Save the spreadsheet as **Surname-StudentNumber** (e.g. **2324567_Brown**)
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Section Sections B: PowerPoint Presentation (45 Marks)

Download the provided **PowerPoint Presentation (Formative Assessment 3 – ClimateChange)**, and perform the following tasks:

Create a 5-slide PowerPoint presentation summarizing your findings from the Excel analysis.

1. **Slide 1:** Title Slide [8]
 - Title: "Drones and Climate Change Report" (***Bold, 60, any Blue Color***)
 - Insert any picture related to climate change (***Center aligned***)
 - Include your name and the date. (***Center aligned, any light blue***)
 2. **Slide 2:** Overview on Drones and Climate Change [6]
 - Provide a short overview of how drones can be used as a tool against climate change
 3. **Slide 3:** Drone Sales Data [10]
 - **Copy** and **Paste** the Pie charts (***from Task 8 of Section A***)
 - **Embed** your Section A Excel Spreadsheet
 4. **Slide 4:** Chosen Drone and reason [10]
 - Provide drone specifications and a picture
 5. **Slide 5:** Conclusion [5]
 - Provide insights on drones.
 - Add an image or icon to enhance presentation aesthetics
 6. Additional formatting [4]
 - Slide numbers
 - Date (current)
 - Footer - include student Number
 - Theme - Droplets
 7. Save your PowerPoint Presentation as **StudentNumber_SurnameDrones** (e.g. **333333_BrownDrones**) [2]
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