B028

National Council for Vocational Awards

1076

Spreadsheet Methods Practical Level 2

WEDNESDAY 15 MAY 1996

9.30 A.M. - 11.30 A.M.

INSTRUCTIONS TO CANDIDATES

1. Attempt all **four** tasks in order.

2. Read the paper throughout before you carry out any of the tasks.

3. Enter your name and Examination Number clearly on all printouts,

4. Printing may be carried out, under supervision, after the time allowed for the practical examination but no alterations may be made to saved files.

5. The use of calculators is strictly forbidden.

CHECKLIST OF REQUIREMENTS

At the end of the examination you should have the following items:

1. The following tiles saved on disk:
   (a) **REPORT1**
   (b) **REPORT2**
   (c) REPORT3
   (d) **NEWDAY** (may be part of REPORT3)

2. The following printouts:
   (a) **REPORT l.**
   (b) **REPORT2.**
   (c) **REPORT3,** to show all **values.**
   (d) **REPORT3,** to show all **formulae** and cell references.
   (e) **THE MACRO (NEWDAY).**

Task 1 **30 marks**

William's Grain Merchants					
Daily Grain Intake					
(Date)					
Cust.		Weight	Price per	Bonus	Total
Code	Product	(Tonne)	Tonne	per Tonne	Price
225	Wheat	12.6	£ 102.00		
106	Barley	15.3	£ 95.00		
357	Wheat	21.7	£ 102.00		
246	Wheat	11.6	£ 102.00		
341	Oats	9.5	£ 90.00		
128	Barley	18.3	£ 95.00		
207	Oats	7.9	£ 90.00		
	Totals:				
Name:					
Exam No:					

Figure 1

1.1 Set up the spreadsheet and input the data as shown in **Figure 1.**

(a) Align the main heading **(William's Grain Merchants)** and the subheading **(Daily Grain Intake)** centrally over the data.

(b) Insert today's date, in the cell marked **(Date),** from the computer clock.

(c) Set column widths to appropriate values.

(d) Column headings and contents should be as shown.

(e) Column headings and contents should be aligned as shown.

(f) All monetary values should be displayed in currency format, with two places of decimals.

1.2 The **Bonus per Tonne** should be displayed as £1 .OO if the weight is less than 15 tonnes and £2.00 if the weight is 15 tonnes or over.

1.3 Calculate **Total Price** as **Price per Tonne** plus **Bonus per Tonne** multiplied by the **Weight** and display in the column under the heading Total Price.

1.4 Calculate the **Totals** for Weight and Total Price, using the SUM function and display in the **Totals:** row, in the appropriate column.

1.5 Insert your Name and Examination Number in the second column, beside the appropriate label.

1.6 Save the spreadsheet under the filename **REPORTl,** for printing now or later. {The printout should show borders(Row/Column identifiers)}.

Task 2 **5 marks**

William's Grain Merchants							
Daily Grain Intake							
(Date)							
Cust.	Customer		Moisture	Weight	Price per	Bonus	Total
Code	Name	Product	Content	(Tonne)	Tonne	per Tonne	Price
225		Wheat	24%	12.6			
106		Barley	18%	15.3			
357		Wheat	21%	21.7			
246		Wheat	20%	11.6			
341		Oats	15%	9.5			
128		Barley	19%	18.3			
207		Oats	13%	7.9			
			Totals:				
Code:	106	128	207	225	246	341	357
Name:	P. Daly	A. Doyle	H. Jones	P. Coyle	J. Murphy	R. Dunne	W. Wise
Name:							
Exam No:							

Figure 2

2.1 Input the additional information as shown in **Figure 2.**

(a) Insert two extra columns, one between Cust. Code and Product columns and the second between the Product and Weight columns.

(b) Insert the heading **Customer Name** in the position shown and align as shown.

(c) Insert the heading **Moisture Content** in the position shown and align as shown.

(d) Insert the values in the **Moisture Content** column and display as shown.

(e) Delete the values in the **Price per Tonne** column.

(f) Move the **Totals:** side heading one column to the right.

(g) Insert three extra rows between the Totals: row and your name.

(h) Insert the table **Code:** and **Name:** in the position shown and fill in the information in the table, aligning as shown.

2.2 (a) Use the LOOKUP function to insert the **Customer Name** from the table in 2.1(h), into the column under the **Customer Name** column heading.

(b) Align the **Customer Names** to the left of the column.

2.3 (a) Use the IF function to display the correct value in the **Price per Tonne** column, based on the following information:

Wheat	£ 103.00 per tonne
Barley	£ 97.00 per tonne
Oats	£ 92.00 per tonne

(b) Display the Price per Tonne in currency format, whole pounds only (i.e. no decimal places.

2.4 Save the spreadsheet under the filename **REPORT2,** for printing now or later. (The printout should show borders (Row/Column identifiers)}.

Task 3 **35 marks**

William's Grain Merchants								
Daily Grain Intake								
(Date)								
Cust. Code	Customer Name	Product	Moisture Content	Weight (Tonne)	Price per Tonne	Bonus per Tonne	Total Price	Collection Charge
225		Wheat	24%	12.6				
106		Barley	18%	15.3				
357		Wheat	21%	21.7				
246		Wheat	20%	11.6				
341		Oats	15%	9.5				
128		Barley	19%	18.3				
207		Oats	13%	7.9				
			Totals:					
				Average Price per Tonne:				
				Average Collection Charge per Tonne:				
Code:	106	128	207	225	246	341	357	
Name:	P. Daly	A. Doyle	H. Jones	P. Coyle	J. Murphy	R. Dunne	W. Wise	
Col. Charge:	2.0%	1.5%	3.0%	2.5%	1.5%	0.5%	3.5%	
Name:								
Exam No:								

Figure 3

3.1 Input the additional information as shown in **Figure 3.**

(a) Insert the Column heading **Collection Charge** to the right of the **Total Price** column and align as shown.

(b) Insert two extra rows between the **Totals:** row and the **Table.**

(c) Insert the heading **Average Price per Tonne:** in the position shown and right align.

(d) Insert the heading **Average Collection Charge per Tonne:** in the position shown and right align.

(e) Insert an extra row between the **Table** and your name at the bottom of the spreadsheet.

(f) Insert the side heading Col. **Charge:** and associated data in the table as shown.

(g) Ensure that the main heading and subheading are centrally aligned across all column headings.

3.2 (a) Delete the data from the **Bonus per Tonne** column.

(b) Use the IF function to display the correct value in the **Bonus per Tonne** column, based on the following information:

(i) If the Moisture Content is greater than or equal to 23%, then the Bonus per Tonne is minus £3.00 {i.e. -£3.00 or £ (3.00)).

(ii) If the Moisture Content is greater than or equal to 20%, but less than 23%, then the Bonus per Tonne is minus £2.00 (i.e. -52.00 or £ (2.00))

(iii) If the Moisture Content is greater than or equal to 17%, but less than 20%, then the Bonus per Tonne is £2.00.

(iv) If the Moisture Content is less than 17%, then the Bonus per Tonne is £3.00.

3.3 Calculate the collection charge using the LOOKUP function to take the rate from the Col. **Charge** in the Table multiplied by the **Total Price,** and display as £ with two decimal places.

3.4 Calculate the average price per tonne and insert it in the **Total Price** column beside the heading **Average Price per Tonne:.**

3.5 Calculate the weighted average collection charge per tonne and insert it in the **Collection Charge** column beside the heading **Average Collection Charge per Tonne:.***

3.6 **Sort** the spreadsheet in alphabetical order on the **Cust. Code.**

3.7 Save the spreadsheet under the filename **REPORT3** for printing now or later. (Produce two printouts of REPORT3 to show **(i) Values** and **(ii) formulas and cell references,** both with borders (Row/Column identifiers)}.

* (This should be calculated as the average of the individual collection charges **per tonne** for each customer).

Task 4 **10 marks**

4.1 Produce a Macro which will perform the following tasks on REPORT3.
(N.B. Do &run/execute the macro on REPORT3)

(a) Delete the values from the Cust. Code column.

(b) Delete the values from the ProductMoisture Content and Weight (Tonne) columns.

(c) Insert the date from the computer clock in cell marked (Date).

4.2 Save the macro under the name NEWDAY (either separately or as part of the spreadsheet - REPORT3), for printing now or later.

Printing

Printing may be carried out after the time allocation for the examination, but no alterations may be made to the saved files.

The following printouts are required:

1. Printout of REPORTl, complete with border (Row/Column identifiers).

2. Printout of REPORT2, complete with border (Row/Column identifiers).

3. Printout of REPORT3, to show all values complete with border (Row/Column identifiers).

4. Printout of REPORT3, to show all formulae and cell references.

5. Printout of the MACRO.