(National Council for Vocational Awards)

Spreadsheet Methods B20028

Practical Examination 2004
This exam counts for 50% of the module

Duration: Two Hours

INSTRUCTIONS TO CANDIDATES

1. Attempt **all** 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 alteration may be made to saved files.*

5. The use of calculators is strictly forbidden.

6. Files must be saved on your allocated network drive/home folder.

7. At the end of the examination, return all printouts and this examination paper to the exam supervisor.

Candidate Name: _____   **Date:** _____

PPS Number: _____

Markstown Insurances Ltd retails insurance polices. They sell different types of insurance and pay commission to their sales personnel based on certain criteria. You are required to set up a spreadsheet to assist with the calculation of the commissions.

All monetary data should be displayed in currency format with two decimal places.

	A	B	C	D	E	F
1			Markstown Insurances Ltd			
2						
3			Policy Sales: Bonus Calculations			
4						
5		Life	Misc.	Policies	Commission	
6	Salesperson	Policies	Insurances	Total	Rate	Commission
7	Michael	23	78			
8	Elinor	12	67			
9	Brian	45	34			
10	William	67	55			
11	Sean	11	29			
12						
13	Name:				Total:	
14	Date:				Average:	

Figure 1

1. Set up the spreadsheet and input the data as shown in Figure 1, with alignments as shown and appropriate column widths.

2. Insert today's date from the computer clock beside the heading **Date:**

3. Calculate the **Policies Total** as the sum of **Life Policies** and **Misc. Policies**

4. Use the IF function to calculate the **Commission Rate** based on the following information:

    If the **Policies Total** is greater than 100, the **Commission Rate** is €55.75

    Otherwise the **Commission Rate** is €43.25

5. Calculate the **Commission** as the **Policies Total** multiplied by the **Commission Rate**.

6. Use the SUM function to calculate the total **Commission**s, and display in the cell beside the side heading **Total:**

7. Use the AVERAGE function to calculate the average **Commission**s, and display in the cell beside the side heading **Average:**

8. Insert your Name in the second column, beside the appropriate label.

9. Save the spreadsheet using the name **MARKSTOWN1**, for printing now or later.

    (a) Produce a printout of the whole spreadsheet, **MARKSTOWN1**, excluding the main heading, and showing Row/Column identifiers.

    (b) Produce a printout of the spreadsheet, **MARKSTOWN1**, showing all formulae with cell references and Row/Column identifiers.

10. Delete the record for Brian from the spreadsheet.

11. Input the additional information as shown in **Bold** print in Figure 2 below, and move the side heading **Date:** and today's date to their new positions.

	A	B	C	D	E	F	G	H	I	J
1					Markstown Insurances Ltd					
2										
3					Policy Sales: Bonus Calculations					
4										
5		Life	Misc.	Policies	Commission		**Sales**	**Target**	**Total**	**Percentage**
6	Salesperson	Policies	Policies	Total	Rate	Commission	**Target**	**Bonus**	**Payment**	**Of Average**
7	Michael	23	78							
8	Elinor	12	67							
9	William	67	55							
10	Sean	11	29							
11	**Gary**	**43**	**61**							
12										
13					Total:			**Total:**		
14					Average:			**Average:**		
15										
16	**Salesperson:**	**Michael**	**Elinor**	**Brian**	**William**	**Sean**	**Gary**			
17	**Sales Target:**	**95**	**95**	**85**	**110**	**65**	**110**			
18										
19	Name:									
20	Date:									

Figure 2

12. Insert the additional record for Gary as shown.

13. Use the LOOKUP function to insert the **Sales Target** from the table into the column under the column-heading **Sales Target**.

14. Use an IF statement to apply the **Target Bonus** based on the following basis:

   - If the **Policies Total** exceeds the **Sales Target** and the salesperson is on the *higher* **Commission Rate** then the **Target Bonus** is €5000
   - If the **Policies Total** exceeds the **Sales Target** and the salesperson is on the *lower* **Commission Rate** then the **Target Bonus** is €4000
   - Otherwise the **Target Bonus** is granted at €2000

15. Calculate the **Total Payment** as the sum of the **Commission** and the **Target Bonus**

16. Calculate the **Total** and **Average** of the **Total Bonus**es as shown.

17. Calculate the **Percentage of Average** by expressing the **Total Payment** as a percentage of the **Average**.

18. Re-centre both headings as shown.

19. Sort the spreadsheet in ascending order on the **Total Payment** column.

20. Save the spreadsheet under the name **MARKSTOWN2**, for printing now or later.

> (a) Produce a printout on one page, in landscape orientation, of the whole spreadsheet, **MARKSTOWN2,** showing Row/Column identifiers.

> (b) Produce a printout on one page of the spreadsheet, **MARKSTOWN2**, showing all formulae with cell references and Row/Column identifiers.

21. Produce a **Bar Chart** from the spreadsheet **MARKSTOWN2** to show the **Total Payment** paid to each plant Salesperson.

> (a) The total payment should be taken from the **Total Payment** column.

> (b) The bar chart should have the heading:

> **Sales Bonus Payments – Quarter 2**.

> (c) The X axis should have the Salespersons name under each bar and have the word **Seller** as the X axis label.

> (d) The Y axis should show the payment made and have the words **Total Payment** as the Y axis label.

22. Save the bar chart under the filename **CHART** (either separately or as part of the spreadsheet - **MARKSTOWN2**), for printing now or later.

23. Print the chart.

CHECK LIST OF REQUIREMENTS

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

The following files saved on disk:

> (a) **MARKSTOWN1**
>
> (b) **MARKSTOWN2**
>
> (c) **CHART**

The following printouts:

> (a) **MARKSTOWN1,** (specified area only), to show all values**.**
>
> (b) **MARKSTOWN1**, to show all **formulae** and cell references.
>
> (c) **MARKSTOWN2**, to show all **values.**
>
> (d) **MARKSTOWN2**, to show all **formulae** and cell references.
>
> (e) **CHART**