B 028B

National Council for Vocational Awards

Spreadsheet Methods Level 2
Practical Examination

Duration: Two Hours

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.
6. The following specifications apply to all tasks:
   (i) The Main and second headings should be centrally aligned over the data.
   (ii) Column widths should be set to appropriate values.
   (iii) Column headings should be centrally aligned.
   (iv) Side headings should be right aligned.
   (v) All text (character) data should be left aligned (unless otherwise indicated).
   (vi) All numeric data should be centrally aligned (unless otherwise indicated).
   (vii) All monetary data should be displayed in currency format with two decimal places (unless otherwise indicated).
   (viii) All printouts should show row/column identifiers.

Introduction

Cross Channel Airlines is a small, privately owned airline, which specialises in carrying passengers from Ireland to a limited number of airports in Britain. You are required to produce a flight booking form and subsequently carry out two modifications to that form. Finally you are required to produce a graph showing the Pre-Booking Periods for passengers.

Task 1

30 marks

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

Cross Channel Airlines					
Flight Bookings					
Res.			Ticket	Baggage	
No.	Name	Category	Price	Charge	Total
1	Murphy, J.	Adult	£69.00		
2	Doyle, P.	Adult	£69.00		
3	Byrne, D.	Child	£49.00		
4	Walsh, H.	Child	£49.00		
5	Doyle, J.	Adult	£69.00		
			Average Ticket Price:		
			Total Flight Income:		
Name:					
Exam No:					

Figure 1

1.2 The **Baggage Charge** should be calculated as 8% of the ticket price.

1.3 Calculate the **Total** as **Ticket Price** plus **Baggage Charge.**

1.4 Use the AVERAGE (AVG) function to calculate the average ticket price, as the average of the **Ticket Price** (excluding baggage charge), and display it in the cell beside the side heading **Average Ticket Price:.**

1.5 Use the SUM function to calculate the total flight income as the sum of the **Totals,** and display it in the cell beside the side heading **Total Flight Income:.**

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

1.7 Save the spreadsheet under the filename **BOOKING1**, for printing now or later.

Task 2

25 marks

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

Cross Channel Airlines						
Flight Bookings						
					Flight Date:	**30/01/97**
Res.			Ticket	**Baggage**	Baggage	
No.	Name	Category	Price	**Weight**	Charge	Total
1	Murphy, J.	Adult		**20**		
2	Doyle, P.	Adult		**40**		
3	Byrne, D.	Child		**50**		
4	Walsh, H.	Child		**30**		
5	Doyle, J.	Adult		**10**		
				Average Ticket Price:		
				Total Flight Income:		
Weight:	**10**	**20**	**30**	**40**	**50**	
Charge:	**£0.00**	**£2.00**	**£4.00**	**£6.00**	**£9.00**	
Name:						
Exam No:						

Figure 2

2.2 Delete the values from the **Ticket Price** column and use the IF function to display the correct value in the **Ticket Price** column, based on the following information:

If the Category is "Adult" then the price is £75.00,

Otherwise the price is £55.00.

2.3 Delete the Baggage Charge figures and use the LOOKUP function to insert the baggage charge from the table into the column under the **Baggage Charge** column heading, based on the **Baggage Weight.**

2.4 Save the spreadsheet under the filename **BOOKING2**, for printing now or later. (This printout will be of a selected area, to print the whole spreadsheet but **not** the first and second headings).

Task 3

35 marks

3.1 (a) Move your name and examination number to the fourth column.
(b) Hide the second column (**Name**) and the third column (**Category**). (The shaded area indicates the two hidden columns, and will not appear on your screen in **Figure 3** below).

3.2 Input the additional information as shown **Bold** print in **Figure 3** below. Move the side headings as required.

		Cross Channel Airlines						
		Flight Bookings						
							Flight Date:	30/01/97
Res.		Ticket	Baggage	Baggage	**Booking**			
No.		Price	Weight	Charge	**Date**	**Days**	**Discount**	Total
1			20		**22/12/96**			
2			40		**28/01/97**			
3			50		**10/01/97**			
4			30		**02/01/97**			
5			10		**13/01/97**			
5		**Passengers**				Average Ticket Price:		
						Total Flight Income:		
Weight:		30	40	50				
Penalty:		£4.00	£6.00	£9.00				
Name:								
Exam No:								

Figure 3

3.3 Calculate the number of days between the **Booking Date** and the **Flight Date,** taking the dates from the respective positions, and insert in the column under the heading **Days.**

3.4 (a) Use the IF function to calculate the percentage discount rate on <u>adult tickets only</u> and insert it in the **Discount** column using the following criteria:
If the number of Days is <u>greater</u> than 29 then the discount is 20%,
If the number of Days is between 16 and 29 then the discount is 10%,
Otherwise there is no discount, and there is no discount on Child categories.
(Note: You may have to temporarily unhide a column for this task)
(b) Display discounts in percentage format and centre align.

3.5 Recalculate the values in the **Total** column to be the **Ticket Price** plus the **Baggage Charge** minus the **Discount** on both.

3.6 <u>Recalculate</u> the **Average Ticket Price** to be the average price of the tickets, including the discount but ignoring the **Baggage Charge.**

3.7 Use the COUNT function to display the number of passengers booked and display this number in the first column, to the left of the side heading Passengers.

3.8 Sort the spreadsheet in ascending order on the **Baggage Weight** column.

3.9 Save the spreadsheet under the filename **BOOKING3** for printing now or later. Produce two printouts (in landscape orientation, if possible) of **BOOKING3** to show (i) **Values** and **(ii) formulas and cell references.**

Task 4

10 marks

4.1 Produce a **Bar Chart** from the spreadsheet BOOKING3 to show the number of days before the flight, each passenger booked.

(Note: You may have to temporarily unhide a column for this task)

(a) The number of days should be taken from the **Days** column.

(b) The bar chart should have the heading **Pre-Booking Periods.**

(c) The X axis should have the passenger name under each bar and have the word **Passenger** as the X axis label.

(d) The Y axis should show the number of days and have the words **Days** as the Y axis label.

4.2 Save the Bar Chart under the filename **DAYS** (either separately or as part of the spreadsheet - BOOKING3), for printing now or later.

(**Note**: If you have not calculated the number of Days then you may insert the following alternative figures in the Days column, for the purpose of producing the Bar Chart: 10, 20, 30, 35, 40.)

CHECK LIST OF REQUIREMENTS

At the end of the examination you should have the following items:		Tick ✓
1. The following **files** saved on disk:	(a) **BOOKING1**	❑
	(b) **BOOKING2**	❑
	(c) **BOOKING3**	❑
	(d) **DAYS**	❑
2. The following **printouts:** (showing row/column indentifiers)	(a) **BOOKING1.**	❑
	(b) **BOOKING2.**	❑
	(c) **BOOKING3** to show all **values.**	❑
	(d) **BOOKING3,** to show all **formula** and cell references.	❑
	(e) **The Graph (DAYS).**	❑

3. Return your disk, printouts and this examination paper to the supervisor at the end of the examination.