FETAC
Further Education and Training Awards Council
Comhairle na nDámhachtainí Breisoideachais agus Oiliúna

Spreadsheet Methods B20028

Practical Examination 2009

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)Files must be saved in your home drive.

(6)At the end of the examination, return **all** printouts **and** this examination paper to the exam supervisor.

Candidate Name: _____ **Date:** _____

PPS Number: _____

NB: As the computer systems have not been correctly configured by SolveIT, manually ensure that European style date formatting (DD/MM/YYYY) is enabled where dates are used.

Hartford College are involved in Adult Education and night classes. They run classes in a range of subjects.

You are creating a spreadsheet to allow the calculation of marks from a project and a practical exam carried out by students on the Computer Skills Night Class.

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

	A	B	C	D	E	F	G	H
1	Hartford College							
2								
3	Computer Skills Night Class Results							
4								
5	Student	Student	Start	Project	Exam	Total	Final	
6	Number	Name	Date	Mark	Mark	Mark	Mark	Pass
7	20345	Reilly, Ellen	19/10/2008	60	72			
8	20456	Blighe, Mary	12/10/2008	77	91			
9	20457	Murphy, Seamus	19/11/2008	70	60			
10	20489	Jones, Mark	19/11/2008	55	59			
11	20492	Kingston, Mark	12/10/2008	84	72			
12	20512	Ryan, Mary	26/11/2008	63	65			
13								
14	Date:		Average:			Average:		
15	Name:							

Figure 1

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

2. Use headings, formattings and alignments as shown with appropriate column widths.

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

4. Insert your **Name** as shown below the date.

5. Calculate the **Total Mark** as half the sum of the **Project Mark** and the **Exam Mark**

6. Calculate the **Final Mark** as being **Total Mark** divided by 100. Format as a percentage with two decimal places.

7. Calculate the **Average**s of the **Project Mark**s and the **Exam Mark**s. Format as standard numeric with no decimal place.

8. Calculate the **Average** of the **Final Mark**s. Format as a percentage with 2 decimal places.

9. Use the IF function to calculate who has passed the combined project and exam assesment:

   If the **Final Mark** is 65% or more, the **Pass** result is the number 1.

   Otherwise the **Pass** result is 0 (zero).

10. Save the spreadsheet using the name SKILLS1, for printing now or later.

(a) Produce a printout of the whole spreadsheet, **SKILLS1**, *excluding the main heading*, showing Row/Column identifiers.

(b) Produce a printout of the spreadsheet, **SKILLS1**, showing all formulae with cell references and Row/Column identifiers.

11. Delete the record for Mark Jones from the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
1	Hartford College										
2											
3	Computer Skills Night Class Results										
4											
5	Student	**Fee**	Student	**Course**	Start	Project	Exam	Total	Final		**Passed**
6	Number	**Code**	Name	**Fee**	Date	Mark	Mark	Mark	Mark	Pass	**Both**
7	20345	**102**	Reilly, Ellen		19/10/2008	60	72				
8	20456	**101**	Blighe, Mary		12/10/2008	77	91				
9	20457	**102**	Murphy, Seamus		19/11/2008	70	60				
10	20492	**101**	Kingston, Mark		12/10/2008	84	72				
11	20512	**103**	Ryan, Mary		26/11/2008	63	65				
12	20515	**104**	Ring, Eamonn		02/12/2008	64	70				
13											
14			**Total:**		Average:			Average:			
15			**Average:**						**Totals:**		
16											
17			**Fee Code:**	**101**	**102**	**103**	**104**	**105**			
18			**Fee Amount:**	**€400.00**	**€380.00**	**€365.00**	**€355.00**	**€350.00**			
19			**Nights Missed:**	**0**	**1**	**2**	**3**	**4**			
20	**Date:**										
21	**Name:**										

Figure 2

12. Input the additional information as shown in **Bold** print in Figure 2 above, and move the side heading **Date:** and **Name:** to their new positions with their values.

13. Insert the **Fee Code** table as shown.

12. Insert the additional record for Eamonn Ring as shown.

13. Use the LOOKUP function to insert the **Course Fee** from the table into the appropriate column based on the **Fee Code**.

14. Use an IF statement to determine who **Passed Both** parts of the course on the following basis:

- If the **Project Mark** AND the **Exam Mark** are both 65% or more, display the number 1. Otherwise display a zero.

15. Calculate the **Totals** for those who **Pass**ed and those who **Passed Both**.

16. Calculate the **Total** and **Average** of the **Course Fee**s as indicated.

17. Re-centre both headings as shown.

18. Sort the spreadsheet in ascending order on the **Start Date** column.

19. Save the spreadsheet under the name **SKILLS2**, for printing now or later.

(a) Produce a printout on one page, in landscape orientation, of the whole spreadsheet, **SKILLS2,** showing Row/Column identifiers.

(b) Produce a printout on one page of the spreadsheet, **SKILLS2**, showing all formulae with cell references and Row/Column identifiers.

21. Produce a **Bar Chart** from the spreadsheet **SKILLS2** of the **Student Name**s against their **Final Mark**s.

(a) The names should be taken from the **Student Name** column.

(b) The marks should be taken from the **Final Mark** column.

(c) The bar chart should have the heading:

Computer Skills Result Graph.

(d) The Y axis should have the students name beside each bar. and have the word **Student** as the axis label.

(e) The X axis should show an appropriate percentage scale and have the word **Percentages** as the axis label.

(f) There is no need for a legend.

22. Save the bar chart on a separate sheet/chart called **CHART1** as part of the spreadsheet **SKILLS2**, 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) **SKILLS1**

(b) **SKILLS2**

The following printouts:

(a) **SKILLS1,** (specified area only), to show all values**.**

(b) **SKILLS1**, to show all **formulae** and cell references.

(c) **SKILLS2**, to show all **values.**

(d) **SKILLS2**, to show all **formulae** and cell references.

(e) **CHART1**