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

Spreadsheet Methods B20028

Practical Examination 2008

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 on your **Z:** drive.
6. At the end of the examination, return all printouts and this examination paper to the exam supervisor.

Candidate Name: _____ **Date:** _____

PPS Number: _____

Browns Toyota Garage Limited is a large garage that sells new and used cars. It has a large number of sales staff who are paid a wage and commission on sales per month. You are required to set up a spreadsheet to assist with the calculation of commission.

Ensure your name is on *every* printed page submitted.

	A	B	C	D	E	F	G
1	Browns Toyota Garage Limited						
2							
3	Calculation of Salary and Commissions						
4							
5		Actual Sales					
6	Salespersons	New Cars	Used Cars	Salary			
7	Anne	50	25	1500			
8	John	35	33	1200			
9	David	37	23	1000			
10	James	25	15	1500			
11	Mark	15	20	1300			
12	Louise	23	10	1250			
13							
14	Totals:						
15	Averages:						
16							
17	Your name:			Commission:	3000		
18	Date:						
19							
20	Salesperson:	Anne	John	David	James	Mark	Louise
21	Sales Target (New)	45	40	35	20	20	30
22	Sales Target (Used)	30	35	20	14	25	15

Figure 1

1. Set up the spreadsheet and table shown in **Figure 1**. Input the data with alignments as shown and with appropriate column widths.
2. Insert today's date from the computer clock using a function beside the heading **Date:**
3. Insert your name beside the heading **Your name:**
4. Insert the heading and subheading centered above the spreadsheet as shown.
5. Save the spreadsheet using the name **BROWNS1**, for printing now or later.
    a) Produce a printout of the spreadsheet, **BROWNS1**, excluding the main heading, and showing Row and Column headings.
    b) Produce a printout of the spreadsheet, **BROWNS1**, showing all formulas with cell references and Row and Column headings.
6. Insert a new column after the **Used Cars** column. Use **Total** as the heading and calculate the sum of **New Cars** and **Used Cars** sold for each salesperson in this column. Centre the headings again to include this column.
7. Insert a new row between David and James and input the following details for a new **Salesperson**, Michael: **Used Cars** sold 12, **New Cars** sold 15 and **Salary** 1,050. Redo formulas as necessary.

8. Enter the following for the new employee Michael in the targets table: **Sales Target (New)** 15 and **Sales Target (Used)** 20.

9. Delete the row for David as he is no longer employed by the garage. Delete all his details from the sheet and the table.

10. Move the data in the table to accommodate the removal of the old data and the insertion of the new data leaving the spreadsheet in good order.

11. Insert the following headings after the **Salary** column and re-center headings as appropriate.

	F	G	H	I	J	K	L	M
5	Sales Target			Commission %				
6	New Cars	Used Cars	Total	New Cars	Used Cars	Bonus	Total Commission %	Total Earnings

Figure 2

12. Use LOOKUP functions to transfer the **Sales Target** for **New Cars** and **Used Cars** for all salespersons from the table.

13. Calculate the **Total** of the Sales Targets.

14. Use the SUM function to calculate the sum of **New Cars**, **Used Cars** and **Total** car sales, and display in the cell beside the side heading **Totals:**

15. Use the AVERAGE function to calculate the average of **New Cars**, **Used Cars** and **Total** car sales (with no decimal places), and display in the cell beside the side heading **Averages:**

16. Under the heading **Commission %** calculate the three different commissions available for all salespersons. Each salesperson can earn each of the commissions up to a total of 100% of the maximum **Commission** (3,000) based on these rules:

a) In the **New Cars** column, IF the **Actual Sales** of **New Cars** is greater than or equal to the **Sales Target** of **New Cars** a commission of 30% is paid. Otherwise 0% commission is paid.

b) In the **Used Cars** column, IF the **Actual Sales** of **Used Cars** is greater than or equal to the **Sales Target** of **Used Cars** a commission of 20% is paid. Otherwise 0% commission is paid.

c) In the **Bonus** column, IF the **Commission** on **New Cars** is 30% AND **Commission** on **Used Cars** is 20% an additional Commission of 50% is paid. Otherwise 0% additional commission is paid.

17. Calculate the **Total Commission %** to be paid.

18. Calculate **Total Earnings** (**Salary** plus **Total Commission %** of the maximum **Commission:**).

(The commission is calculated for each salesperson by multiplying the maximum **Commission** (3,000) by the **Total Commission %** to be paid for each salesperson. Use Absolute Cell Addressing.)

19. Sort the spreadsheet in descending order by the **Total Earnings** column.

20. Use percentage formatting on percentage values with no decimal places.

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

22. Save the spreadsheet under the name **BROWNS2**, for printing now or later.

a) Produce a printout on one page, in landscape orientation, of the whole spreadsheet, **BROWNS2**, showing Row/Column identifiers.

b) Produce a printout of the spreadsheet, **BROWNS2**, showing all formulas with cell references and Row/Column identifiers.

23. Produce a Bar Chart from the spreadsheet **BROWNS2** to show the **Actual Sales Total** compared to the **Sales Target Total** for all **Salesperson**s.

a) The bar chart should have the heading: **Actual Sales Vs. Target Sales**
b) The vertical axis should have the **Salesperson**s name beside each bar and have the word **Salesperson** as the axis label.
c) The horizontal axis should show the payment made and have the words **Car Sales** as the axis label.
d) No legend should be shown.

24. Save the graph as a new chart within the spreadsheet under the name **CHART1**, for printing now or later.

25. Print the chart.

Check List of Printing Requirements

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

The following files saved on disk:

a) **BROWNS1**
b) **BROWNS2**
c) **CHART1**

The following printouts:

a) **BROWNS1**, (specified area only), to show all values.
b) **BROWNS1**, to show all formulas and cell references.
c) **BROWNS2**, to show all values.
d) **BROWNS2**, to show all formulas and cell references.
e) **CHART1**