

No-Moa Publishers
Spreadsheets Exercise
Student Activity Booklet

www.tongatapu.net.to 
Saturday, June 23,

Instruction to Candidates:

Candidate Name:

- Answer all questions in Blue or Black Pen. Use of any other coloured pen, or use of pencil will not be marked.
- Make Sure your name is put on the Section One, and Section Two paper.
- If assistance is required to solve a problem, students will be penalised assistance marks.
- Clarifications of questions are not penalised.
- Candidates are **not** permitted to communicate with each other at any time during the examination, including the print-out time.

Section One Total

23

Section Two Total

36

Description of the Booklet

This booklet serves as both the Activity Booklet you will use during the Common Assessment Task and as the Student Mark Booklet which is used to record your mark. Make all necessary markings on this booklet and it must be collected together with any other paper work at the completion of the examination.

This Common Assessment Task is composed of two components

Section One – A question and answer

Section Two – A practical examination requiring the use of a computer

Section One

Marks: 23

Time Allowed:

30 minutes

Will be collected before Section Two is to begin.

Section Two

Marks: 36

Time Allowed:

30 minutes

Answers are to be saved to the document on the disk provided.

Printing time is separate to the time allocated for the practical examination. Teachers may allocate a separate time for printing if problems exist with allocating time on the printers for printing, although the printing must be completed within twenty-four hours of the allotted examination time.

You are not allowed to communicate with other students at this or any other time during the examination process.

You are required to hand in the diskette and booklet at the completion of the assessment exercise.

<http://www.tongatapu.net.to/compstud/> - Computer Studies Course Notes

<http://www.tongatapu.net.to> - **Tonga on the 'NET**

<http://www.tongatapu.net.to> is available on all networked computers at Queen Salote College.

Queen Salote's SchoolINET Website does not require Internet access as it is not connected to the world wide Internet but uses the same technology within Queen Salote College and participating schools.

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Saturday, June 23, 2001

Section One

Candidate Name:

School:

Q1. Explain the meaning and use of the following spreadsheet terms. (8 marks)

(a) Column _____

(b) row _____

(c) formula _____

(d) absolute reference _____

Q2. Name and give examples of three number formats you can use to format cells in a spreadsheet. (6 marks)

(a) Name: _____ (b) Name: _____ (c) Name: _____

Example: _____ Example: _____ Example: _____

Question 3 through Question 11. You have been given a spreadsheet with the below displayed information. Using this spreadsheet as a reference answer the following questions in the space provided.

| | J | K | L | M | N |
|----|-----|-----|-----|-----|---|
| 45 | | 75 | | | |
| 46 | 101 | 411 | | 615 | |
| 47 | 256 | 210 | 172 | | |
| 48 | | | 14 | | |
| 49 | | 32 | | | |
| 50 | | | | | |
| | | | | | |

Q3. In the space provided, write a formula using cell references to add 172 and 14.

_____ (1 mark)

Q4. Write a formula using cell references to multiply the 32 with 615.

_____ (1 mark)

Q5. Write a formula using cell references to add the 256 to the 14 and then subtract the 411.

_____ (1 mark)

Q6. If cell L50 has the formula M46+L47 in it, write down what the spreadsheet will display in cell L50.

_____ (1 mark)

Q7. If cell L50 is copied to J48, write down the formula in cell J48 after the copy.

_____ (1 mark)

Q8. For the copy operation in Q7., write down what is displayed in cell J48. (1 mark)

_____ (1 mark)

Q9. If instead of the formula M46 + L47 being used in cell L50 we were to use absolute references, write down what the formula would be.

_____ (1 mark)

Q10. Using absolute references in cell L50, write down the formula in cell J48 if the cell L50 were to be copied to J48.

_____ (1 mark)

Q11. After question 10, write down what is displayed in cell J48 (1 mark)

_____ (1 mark)

Section Two

Candidate Name: School:

Save answers to all changes to the document on the disk given to you.

You are required to hand in the diskette and booklet at the completion of the assessment exercise. You may ask questions and penalties are applied to questions requiring assistance with the manipulation of the word-processing exercise.

A computer company in town used the template shown below to analyze their CPU sales to some of their most valued customers

| | A | B | C | D | E |
|---|-----------------|-------|----------|----------|-----------|
| 1 | Discount % | | | Customer | |
| 2 | | | | | |
| 3 | Item Name | Price | Quantity | Discount | Sub-Total |
| 4 | PENTIUM-166 | | | | |
| 5 | PENTIUM-200 | | | | |
| 6 | PENTIUM-233 | | | | |
| 7 | PENTIUM II-300 | | | | |
| 8 | Totals/Averages | | | | |

| | Activity | Criteria | Mark |
|----|--|----------|------|
| 1. | Key in the above template into a new worksheet | 5.4.1 | 2 |
| 2. | Insert your FULL NAME in cell E1 | | 1 |
| 3. | Insert the name of your school in cell E2 | | 1 |

Formatting Spreadsheet Data

5.4.4

| | | | |
|----|---|-------|---|
| 4. | For the labels in row 3, you are to centre and bold them | | 2 |
| 5. | Increase the font point size of the contents of cells D1 and E1 12 points | | 2 |
| 6. | Adjust the widths of each column so that ALL labels can be seen on the screen (use best fit if available) | | 1 |
| 7. | Format cell B1 to PERCENT with TWO decimal places | | 2 |
| 8. | Format the following cells, B4:B7, D4:D7, E4:E7, B8, D8, and E8 to CURRENCY with two decimal places. | | 2 |
| 9. | Enter the following values into the appropriate cells | 5.4.2 | 3 |

| Cell | Content |
|------|---------|
| B4 | 250 |
| B5 | 290 |
| B6 | 365 |
| B7 | 700 |
| B1 | 15% |

| Cell | Content |
|------|---------|
| C4 | 3 |
| C5 | 16 |
| C6 | 37 |
| C7 | 6 |

| Activity | Criteria | Mark |
|--|----------|--------------|
| Create formulas to calculate desired information | | 5.4.3 |
| 10. Insert in the appropriate cell a formula that will calculate the DISCOUNT amount, for the PENTIUM-166, which can be determined by multiplying its unit PRICE by the QUANTITY sold and the DISCOUNT%. Use an ABSOLUTE REFERENCE in your formula . | | 3 |
| 11. The SUB-TOTAL for the PENTIUM II-300s can be calculated by multiplying its unit PRICE and the NUMBER SOLD and then deducting from this total the DISCOUNT allowed. Key in a formula in the appropriate cell to calculate the SUB-TOTAL for the PENTIUM II-300s | | 2 |
| 12. Update cells D5, D6 and D7 relative to cell D4. Also update cells E4, E5, and E6 relative to cell E7 | | 2 |
| 13. In cell C8 key in a formula that will calculate the AVERAGE number of CPU s sold | | 1 |
| 14. We need to use a formula to determine which was the most expensive item. In Cell B9 enter the formula to determine the MOST EXPENSIVE item. | | 1 |
| 15. In cell E8, insert a formula that will calculate the TOTAL DUE, which is the total amount owed for this invoice. | | 1 |
| 16. Save the file as Exercise6.xls | | |

| | | |
|--|--|--------------|
| What-If-Analysis | | 5.4.6 |
| The management was very happy with this huge sale, and has therefore decided to increase the DISCOUNT% by another 5% | | |
| 21. Make appropriate changes to your worksheet to reflect this change. | | 1 |
| 22. Save this file as <u>Whatlf.xls</u> | | 1 |
| 23. Print out the file named <u>Whatlf.xls</u> | | 1 |

Do not make markings below. For completion by course teacher.

Section Two Total

/ 29