

Spreadsheet Exercise

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

This exercise is taken from the PSSC 1998 Spreadsheet Common Assessment Task

Activity	Criteria	Mark
1. Turn on your computer and start your spreadsheet program.		2
• Use your spreadsheet program to enter the spreadsheet exactly as it appears on the following page.		1
• Use your full name for the name of the Company.		1
2. Apply the Annual Growth Rates for each division to the 1997 figures to get the projected sales for 1998 through 2000.		
• Create formulas to calculate the values in the 1998 column then copy them to the remaining columns. (<i>For this exercise you must use absolute cell addresses for both row and column for growth rates.</i>)		1
• Format the values with no decimal places .		1
• Centre the years over the columns.		1
3. Create a simple bar or column chart (graph)		1
• showing all four divisions for each of the four years, i.e. group the divisions by years.		
• Be sure that your chart includes a legend .		1
• The title of the chart must contain the name of your company.		1
		1
4. Create a Total column after the 2000 column,		1
• centre the heading "Total" and double underline it.		1
• Use a formula to calculate the total of the years 1997 through 2000 for one cell and then		1
• copy the formula to the remaining cells.		
• Format the values with no decimal places .		1
		1
5. Sort the rows in descending order of values in the Total column.		2
6. Add three rows to the bottom of the table with the headings of: Average, Maximum, and Minimum		1
• Use formulas to calculate the values of each year and for the Total column.		
• Average		1
• Maximum		1
• Minimum		1
• Format the values with no decimal places .		1
7. Change the format of the numbers in the table to currency with no decimal places .		
8. Adjust the widths of the columns so the values fit exactly in the columns.		1
9. Print the spreadsheet		1
10. Perform a what-if analysis by changing the Annual Growth Rate for Plastics to 20%		1
• Print the spreadsheet		1
11. Save the spreadsheet on your disk by using the following naming conventions.		1

Note: Write this filename (in pen) at the top of each page of the printed spreadsheets and the printed chart.

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

Sub-total

/31

[Your Name] Company

Division Sales

Annual Growth Rates:	Rubber	5%
	Steel	3%
	Plastics	4%
	Food	8%

Division	1997	1998	1999	2000
Rubber	45000			
Steel	28600			
Plastics	38200			
Food	23400			

Sources and References:

PSSC Computer Studies CAT 3 – Spreadsheet Task 1998

<http://www.qsc.edu.to> - Queen Salote's SchoolNET Website

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

Queen Salote's SchoolNET 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.

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

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Saturday, June 23, 2001