**AS 18743: Produce a spreadsheet from instructions using supplied data, Level 1, 2 credits**

**Task 1 PC 1.1**

Enter the following data, regarding **Canteen Sales for Three Days**, into a spreadsheet.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** |
| **1** | Items | Cost each ($) | Number Bought | Cost of items | Discount 10% | Total to Pay |
| **2** | Moro Bars | 1.10 | 192 |  |  |  |
| **3** | Muesli Bars | 1.30 | 128 |  |  |  |
| **4** | Fruit Bars | 1.40 | 175 |  |  |  |
| **5** | Filled Rolls | 2.75 | 92 |  |  |  |
| **6** | Pies | 2.50 | 118 |  |  |  |
| **7** | Pizza Slices | 2.50 | 87 |  |  |  |
| **8** | Hot Dogs | 2.05 | 127 |  |  |  |
| **9** |  |  |  |  | Grand Total |  |
| **10** |  |  | Cost for one day’s produce | | |  |
| **11** |  |  | Total Cost of Filled Rolls and Hot Dogs | | |  |
| **12** |  |  |  |  |  |  |

**Task 2 PC 1.2**

1. Left Align Headings over text and right align Headings over numbers. Use **bold style for Headings**.
2. Put in some appropriate borders and shading.
3. Change the column widths to ensure all the text is displayed on the screen. Change the page orientation to landscape.
4. Format the figures in columns **B, D, E & F** to show currency, $ signs and two decimal places.
5. Put your name in the header and the date in the footer.

**Task 3 PC 1.3**

1. Insert a formula using **multiply** to complete column **D** (in D2 – fill formula down to D8)
2. Complete column **E** by using a formula to **multiply** each value in column **D** by 10% to work out the discounts.
3. **Subtract** the figures in column **E** ***from*** the figures in column **D** to complete Column **F** to show how much has to be paid.
4. Use the **Sum function** to enter the total of column **F**. (Cell F9)
5. The Canteen Owner wants to know how much he is paying per day. Insert a **division** formula (in F10) to calculate how much he spends on each of the three days.
6. The Canteen Owner wants to know the **total** he is paying just for Filled Rolls and Hot Dogs. Insert an **addition** formula (in F11) to calculate this value.
7. Insert a row above Row 1, merge and centre A1:F1 and add the heading **Canteen Costs for Three Days.** Format appropriately.

**Task 4 *PC 1.5***

**Print** out your spreadsheet **twice**.

1. With the numbers showing.
2. **(Ctrl-~)** With the formulae showing.
   * Make sure each printout is on one sheet of A4 only.
   * Use print preview before you print to check this is all done.

**Task 5 *PC 1.4 & 1.5***

1. Make a **Pie Chart** to represent the number of each item bought as a percentage of all items bought.
2. Use the information in Columns **A** and **C**.
3. Make sure the chart is clearly titled and all the data identified, and it is formatted correctly.
4. **Save** the chart on a **new** **sheet** and print it out.
5. Ensure that your name is in the header and the date is in the footer.

**Task 6 *PC 1.4 & 1.5***

1. Make a **Column Graph** to show the total spent on **each** item.
2. Use the information in Columns **A** and **F**.
3. Make sure the graph is clearly titled and all the data identified.
4. Save the graph on a **new sheet** and print it out.
5. Ensure that your name is in the header and the date is in the footer.

You should now have **four** sheets to hand in for marking. Spreadsheet, Spreadsheet with formulas, Pie Chart and Column Graph.

Drop your folder named **Teacher’sInitialsYourName\_18743** into the **Dropbox**.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MARKING SCHEDULE

# *Unit Standard 18743*

# Produce a spreadsheet from instructions using supplied data

# Version 5, Level 1, 2 Credits

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Elements and Performance Criteria** | Attempt 1 | | Attempt 2 | |
| NC | C | NC | C |
| 1.1 Data is entered into the spreadsheet, using labels and values, as instructed. |  |  |  |  |
| 1.2 Data is formatted in accordance with instructions. |  |  |  |  |
| 1.3 Spreadsheet cell functions and/or formula are applied, as instructed.  Range: to include, but not limited to - add, subtract, multiply, divide, sum. |  |  |  |  |
| 1.4 Two different types of graphs are produced from spreadsheet cell ranges in accordance with instructions. |  |  |  |  |
| 1.5 The spreadsheet and graphs are printed in accordance with the layout requirements of the instructions. |  |  |  |  |

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_ **First Attempt** DNS | Resubmission | Competent

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_ **Final** Not Yet Competent | Competent