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| **Btec National Extended Diploma Level 3 in** **IT** | | |
| **Assignment no: 42.2**  **Assessment Title: Spreadsheet** | | |
| Assessor: Trevor Till | Student: | Group: Level 3 Yr 2 |
| Unit Number: 42 | Unit Title: Spreadsheet Implementation | |
| Hand out date:  Resubmission authorised by:  (BTEC only) | Hand in date:  Resubmission hand in date: | Date handed in:  Date handed in: |

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| **Scenario**  You work for software development company and have been asked to become involved with a new project for one of their clients “The Royal Theatre of Arts” based in Cardiff. Due to the complex nature of the ticket pricing structure The Royal Theatre of Arts are finding it difficult and time consuming to manage ticket sales using the existing manual system. Therefore, they have asked you to develop a spreadsheet model to help process and manage ticket sales for each of the performances.  When a new production is booked with The Royal Theatre of Arts the spreadsheet model must allow   * the dates and other details of the production to be entered and stored. * The number of seats available   When a customer purchases tickets for a performance, the spreadsheet model must:   * find the correct performance on the required date (there are usually only five nights for each play) * check availability for that performance against the customers’ requirements * calculate the total price of the booking * update the number of seats available to avoid overbooking * produce a ticket for the customer   **Tasks**  **Task 1 – P2 & M1**  After your successful presentation you have now convinced “The Royal Theatre of Arts” that creating the spreadsheet model is the best way forward to help analyse and manage the ticket sales system. The company now want you to develop a complex spreadsheet to meet their needs; It must include   * Multiple spreadsheets (with Links) to include performance details, customer details, individual booking details, * A data entry form to include a menu, drop down boxes and data validation & event controls * Look up tables and nested IF functions and cell protection * Two step process, Cell Linkage and data sets * Improve efficiency by introducing shortcuts or other methods to aid navigation * Improve presentation and styles   **Task 2 – P3 & P4 & M2**  They would also like to be able and analyse and interpret the data collected further to produce graphs that analysis sales identifying popular days and performance and overall revenue generated each month including a projection. You could use pivot tables for data sorting and comparison to interpret the complex spreadsheet models.  You will need to demonstrate the following skills   * Relative references, absolute references, logical functions eg IF,AND,OR, NOT , SUMIF, correct operators * Use of subtotals / total * Sorting data by filters * Look up functions * Pivot tables   The graphs will need to be   * Fit for purpose * Contain titles, labels, axis scales, and suitable colours   **Task 3 – P5 & P6 & M3**  P6  The Royal Theatre of Arts would like you to look at further developing the software and implement automated features such as macros, active X control or control toolbox.  M3  You also required to document and compare different automation methods so that the theatre has a better understanding of these methods for example macros active X and control tool box  P5  They would also like you to customise is including restricting data entry (hiding information), protecting worksheets and cells, modifying toolbars and menus, adding data validation, range checking, not NULL and display error messages. |
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| **What to hand in:**   1. Upload finished spreadsheet file .xls (including graphs) 2. Annotated screenshots demonstrating skills required in p2 & p3 3. A word document comparing different automated methods that can be used in complex spreadsheets 4. Annotated screenshots demonstrating skills required for P5 & P6 |

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| **How to hand in your assessment**  e.g. This assessment must be handed into / uploaded to the VLE assignment page by the hand in date on the front of the assignment brief. If you have a valid reason why you will not be able to hand in the work on time you will need to fill out and hand in an AE form to your assessor or the Head of School. |

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| **Student declaration:**  I have read the Assignment Submission Procedure. I agree that this is my own work or my own work and that of other members of my group. It has not been copied (plagiarised) from any other source e.g. the internet, a book, another student or group of students. I know that I may FAIL this assignment if the Head of School proves that this is not my own work. | | | |
| Student signature |  | Date: |  |

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| **Student feedback on what you liked and/or disliked about this assessment.**  Option 1 – delete this box if not using. | |
| **Answer Yes or No to the questions.** | |
|  | Yes / No |
| I enjoyed the task. |  |
| I understood the task. |  |
| The deadline was realistic. |  |
| I had enough support. |  |

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| **Student feedback on what you liked and/or disliked about this assessment.**  Option 2– delete this box if not using. |

For staff use only.

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| **Internal Verification** | This assessment has been erified and form IV8 completed: | IV name: | IV signature: | Date: |

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| **SMOG index:** | 18.1 |

Test for readability on scenario and tasks only OR workbooks tasks. Appropriate scores are: L3 = 16; L2 = 13/14; L1 = 11/12; entry level = 9/10

Link here: <http://www.readabilityformulas.com/free-readability-formula-tests.php>

**Assessor marking grid**

**Student name:**

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| Grading criteria | Grading criteria | Achieved  Not submitted  Fail  Resubmission | Comments/Feedback | Target date  for resubmission  (BTEC FE only - within 15 working days of receipt of results of assessment) |
| P2 | develop a complex  spreadsheet model to meet  particular needs [IE1] |  |  |  |
| P3 | use formulae, features  and functions to process  information |  |  |  |
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| P4 | use appropriate tools to  present data |  |  |  |
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| P5 | customise the spreadsheet  model to meet a given  requirement [CT1] |  |  |  |
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| P6 | use automated features in the  spreadsheet model to meet a  given requirement |  |  |  |
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| M1 | refine a complex spreadsheet  model by changing rules and  values [CT6] |  |  |  |
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| M2 | analyse and interpret data  from a spreadsheet model  [IE4] |  |  |  |
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| M3 | compare different automation  methods |  |  |  |
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| **General comments and feedback on English and maths** |

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| ***Actual Grade*** | ***Grading criteria*** | *P2* | *P3* | *P4* | *P5* | *P6* | *M1* | *M2* | *M3* |  |  |  |  |  |  |  |  |  |  |
| ***Achieved?*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please note that the grade that you have been awarded is subject to confirmation following internal verification and external sampling by the Awarding Body.

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| I certify that the evidence submitted for this assignment - either via the VLE or other method - is the learner’s own. The learner has clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. |

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| Assessor signature: | Date marked: |