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**Spreadsheet Methods**

**Level 5 5N1977**

**Level 5**

**Presentation:**  Calibri Size 12 1.5 Line Spacing Black

Print report in Portrait or Landscape as appropriate

Cover Page to include Your Name, Class, Module name and code Assignment name, Tutor

Assignment Brief Issue Date: 07 November 2016

Assignment Brief Submission Date: 18 December 2016

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I confirm that this is my own work:**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidates are required to demonstrate:**

**• Understanding and application of worksheet features**

**• Ability to create, edit and manage worksheets and workbooks**

* **Phase 1 Design a spreadsheet**
* **Phase 2 Implement the spreadsheet design**
* **Phase 3 Modify the spreadsheet**

**The spreadsheet should contain:**

* at least 10 rows of data to include both character and numeric types
* at least one main heading, column/row headings,
* at least two different alignments
* a range of cell formats ie. Currency; Percentage; Decimal; Date; Numeric

**Evidence for the design phase will include:**

* Identifying 10 common uses for spreadsheets. Eg preparing budgets, (Bullet Points) (theory)
* A concise description of the problem and a proposed solution identifying a source of data.
* Min 10 Aims of the project clearly stated.
* Demonstrate 10 common spreadsheet usability features to include use of toolbars and window management eg that you will use within your project. (Theory)

Eg Autosum Function, Min, Max,

* Specifications for input data, processing required and output data
* Specifications of format for all data e.g. alignments, column widths
* A design for a data capture form and the screen layout
* A concise description of the proposed macro
* A concise description of the proposed graph
* Specification of where filtering will be used in the assignment

**Evidence for the implementation phase will include:**

• A spreadsheet structure, to include appropriate data, labels, formatting, formulae and functions

• A printout of the entire spreadsheet formatted appropriately and a printout of the spreadsheet showing formula

• A printout of the spreadsheet after a variable has been changed

• A printout of the spreadsheet showing the use of a filter

• A printout of the macro results

• A printout of the graph

• Use of a simple and conditional IF statement

• Use of Statistical and Financial functions eg PMT SLN DB,

**Eg STATs**

Min: (Largest No)

Max: (Smallest No)

Mean: (A measure of average)

Median: (Middle no in an ordered list)

Mode: (Most frequently occurring no.)

Std Dev: (Describes the tightness of result to the mean, it’s a measure of spread)

Range: (Biggest Less Smallest, it’s a Measure of spread)

• Use of Date and Time functions

• Use of absolute and relative cell referencing

**Evidence for the modification phase will include:**

* Suggested modifications or improvements to the original design.

**Marking Scheme**

**Design 20%**

* Project with aims clearly described
* Investigate a range of common uses for spreadsheets
* Demonstrate common spreadsheet usability features
* Spreadsheet, data capture form and screen layout well designed to include accurate detail
* Specifications for input data, processing and output
* Description of the proposed macro
* Specification of the proposed graph
* Description of how the filtering will be used in the assignment

**Implementation 25%**

* Data and labels accurately inputted
* Formulae and functions accurately applied
* Chart and Macro clearly identified
* Variable change clearly demonstrated
* Versions of spreadsheet accurately saved and printed, showing the entire spreadsheet, the spreadsheet with formulae and after recalculation and after the use of a filter

**Modifications**

* relevant modifications or improvements suggested **5%**

**TOTAL MARKS 50%**

**Marks will be awarded at a Fail, Pass, Merit or Distinction for each section based on the thoroughness of the assignment within the guideline provided.**

**Summary of printouts required**

1. A concise description of the problem and a proposed solution, identifying a source of data. 10 Aims Clearly described.
2. Statement of 10 common uses of Spreadsheets in real life and a clear description of each one.
3. Statement of 10 usability features contained within the spreadsheet package your project you are currently using and a clear description of each one. Use of screenshots can help you here.
4. Specifications for input data, processing required and output data.
5. Specifications of format for all data e.g. alignments, column widths.
6. A design for a data capture form and the screen layout.
7. A spreadsheet structure, to include appropriate data, labels, formulae and functions.
8. A printout of the entire spreadsheet and a printout of the spreadsheet showing formula.
9. A printout of the spreadsheet after a variable has been changed.
10. Use of a simple IF statement. 2 Different data sets.
11. Suggested modifications or improvements to the original design.

You may be guided by the example project demonstrated in class.