

Digital Functional Skills | Level 1 | Charity Events Spreadsheet Task – Mark Scheme

Task	Evidence	Mark(s)
1a	Text Charity Events merged and centred in A1:E1, font size 18 bold	1
1b	Cells A1:E1 shaded red	1
2a	Total Income for 2019 =SUM(B5:B9) Accept (=B5+B6+B7+B8+B9)	1
2b	Replication in C10:E10 Allow follow through for incorrect function/formula.	1
3a	Total Costs for 2019 =SUM(B13:B17), Accept (=B13+B14+B15+B16+B17)	1
3b	Replication in C18:E18 Allow follow through for incorrect function/formula	1
4a	Charity Donation for 2019 =B10–B18	1
4b	Replication in C19:E19 Allow follow through for incorrect function/formula	1
5a	Average Charity Donation e.g. =AVERAGE(B19:E19), =SUM(B19:E19)/4 Accept =(B19+C19+D19+E19)/4)	1
6	All currency values formatted to £ to two decimal places.	1
7	2022 highlighted	1
8	Chart created (bar/column/pie chart)	1
	Correct data range selected (B2:E2 and B19:E19) This could also be awarded for a line graph	1
	Chart has suitable x and y axis labels OR data values and category labels (accept legend) on pie chart.	1
	Chart title e.g. Charity Donations Spelling accurate, Sentence case/Initial Capitals/ALL CAPS This could also be awarded for a pie chart or line graph	1
	Charity donation values displayed on bars/segment	1
	Chart saved on a separated worksheet within the spreadsheet This could also be awarded for a pie chart or line graph	1
Total marks for task		17