

Digital Functional Skills | Level 1 | Nelly Childcare Spreadsheet Task

The file **Nelly Childcare Attendance** shows details of attendance for the past year.

Open the file **Nelly Childcare Attendance**.

1.

a. Merge and centre the text **Nelly Childcare – Attendance** across cells **A1:L1**

Format the font to size 20 point. (1)

b. Shade the cells **A1:L1** with a light blue colour. (1)

2.

a. Use a function in **L6** to calculate the **Total sessions** for Phil Myers. (1)

b. Replicate the function in column **L** for all children. (1)

3.

a. Use a function in cell **B14** to calculate the **Average attendance** for the **Monday am** session. (1)

b. Replicate the function in row **14** for all sessions. (1)

4.

Format the **Average attendance** as whole numbers. (1)

5.

Sort the data in cells **A6:L13** in alphabetical order of **Child**. (1)

6.

Create a suitable chart to show the total number of sessions attended by each child. The chart must:

- have suitable axis labels
- have an appropriate title
- show the values for each child
- be saved on a separate worksheet within your spreadsheet. (6)

Save the file **Nelly Childcare**.