

Pearson LCCI

**Level 1 Certificate in
Practical ICT Skills (VRQ)**
Spreadsheet Sample Assignment –
Candidate's copy

Sample assessment material for first teaching
2001

Time: 1 hour

Paper Reference

ASE1112

You do not need any other materials.

Turn over ►

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The candidate's full name must be keyed in as instructed, either in the header or footer as specified, or in the title.

Candidates must produce the following five items for assessment:

- **TASK 1** – Pie Chart
- **TASK 2** – Original Table
- **TASK 3** – Amended table with column inserted
- **TASK 4** – Task 4a Sorted Table with the addition of subtotals

Task 4b Formulae version of this table

Candidates will need the following file in order to complete this assessment:

SWEETS.xls

TASK 1 – Produce a chart

Introduction/Scenario

You work for Athena Sweet Suppliers and have been asked to produce figures relating to sweet sales to 3 of their retailers.

Data: The first sheet in the workbook called **SWEETS.xls** contains figures.

Action to take:

- Open the workbook called SWEETS
- From the listed figures in Chart Figures worksheet, use the chart function to produce a 3-D pie chart on a separate sheet
- Explode the smallest section
- Use a different pattern/colour/hatching for each section
- Key in the heading SWEET SALES BY VARIETY
- Show the values and a legend on the chart.
- Insert a footer showing your name and today's date.
- Name the worksheet tab SWEETS1 and save the chart.
- Show this filename/sheet tab in the header.
- Display a copy on A4 landscape.

TASK 2 – Create the table

Data: Here are 9 records to start a new worksheet in the SWEETS.xls workbook.

ATHENA SWEET SUPPLIERS				
SWEET SALES TO 3 RETAILERS				
Ref	Sweets	Pack Price (£)	The Sweet Bar	Sweet Tooth
AFE4	Fudge	24.50	471	151
ADM2	Dolly Mixtures	16.20	612	259
FCF7	Clear Fruits	21.99	277	128
MMS1	Mints	17.40	358	203
FFG8	Fruit Gums	1.25	367	373
MHS9	Humbugs	18.99	312	273
AAS4	All Sorts	15.65	205	199
DA3	Aniseed Drops	16.50	170	236
ACS5	Caramels	25.50	223	184

Action to take:

- Use the layout as given in the table above in landscape orientation
- Embolden all headings and shade the field heading cells in grey or blue
- Insert a footer showing your name and today's date
- Save this sheet as SWEETS2 and show the filename/sheet tab in the header
- Display a copy on A4 portrait showing gridlines, row and column references

TASK 3 – Produce a new fee sheet

Data: There are some errors in the table so you will need to amend these. As Dolly Mixtures are not very popular these sweets should be removed from the table. Packs of Fruit Gums are priced at £21.50 not £1.25. The reference for the *Aniseed Drops* is AAD3, not DA3. There are 4 more records to be added to the spreadsheet table:

Ref	Sweets	Pack Price (£)	The Sweet Bar	Sweet Tooth
MMC4	Mint creams	19.70	323	270
FFC9	Fruit Chews	18.75	185	158
MBM1	Butter Mints	20.99	264	235
FLD8	Lemon Drops	15.50	307	320

Action to take:

- Make a copy of SWEETS2 and name this SWEETS3
- Carry out the amendments as detailed above
- Add the 4 new records
- Insert a new column between Sweets and Pack Price (£) and label this Variety. Insert the word Assorted against any reference starting with A, the word Fruits against any reference starting with F, and the word Mints against references starting with M
- Add a final column to the right of the Sweet Tooth retail chain and key in the heading Total Sales (£). Right align this heading. Create a formula to show the value of sales for each type of sweet. Replicate the formula down the whole column. Format this column to show currency to 2 decimal places with a comma separator for thousands.
- Make sure the footer showing your name and today's date is still visible
- Check that all fields and their contents can be seen
- Save this sheet and show the filename/sheet tab in the header
- Display this worksheet on A4 landscape, showing gridlines and row and column references

TASK 4a – Produce final figures

Data: Another retailer, **Sweets Galore**, is always late in sending in figures. However, this retailer usually sells twice the amount sold by Sweet Tooth. Figures are also needed for the 3 varieties of sweets and these should be included in another copy of SWEETS2.

Action to take:

- Make a copy of SWEETS3 and name this SWEETS4
- Increase the font size of the main heading **ATHENA SWEET SUPPLIERS** to 14 points. Put a border round this heading
- Underline the heading **SWEET SALES TO 3 RETAILERS**
- Insert a new column to the right of the **Sweet Tooth** column and label it **Sweets Galore**. In the **Sweets Galore** column use a formula to multiply the **Sweet Tooth** figures by 2 and insert the answers in the **Sweets Galore** column
- Amend the formulae in the Total Sales (£) column to include the additional sales figures for the Sweets Galore retailers.
- Sort the table in ascending order so that it is divided into the 3 varieties: **Assorted**, **Fruits** and **Mints**
- Within each variety, sort the sweets into descending order of Total Sales (£) value
- Below each group insert a row and key in the word **Subtotal** in the first column. Use formulae to produce the subtotals for the 3 varieties in the **Total Sales (£)** column only
- Format the Subtotal rows for bold and italic
- At the bottom of the spreadsheet leave a blank row then key in the words **Grand Total** in the first column. Use formulae to produce grand totals for all columns except the **Pack Price (£)**. Format the figures using the comma separator for thousands where necessary. Use bold and italics on this bottom row
- Insert a footer showing your name and today's date
- Save the sheet as SWEETS4 and show this filename/sheet tab in the header
- Display a copy on one sheet of A4 landscape showing gridlines, row and column references. Make sure that the data fits the page.

TASK 4b – Produce the spreadsheet formulae

- Make a copy of SWEETS4 showing the formulae used. Name this sheet SWEETS5 and show this filename/sheet tab in the header. Make sure each formula is shown in full
- Display a copy of SWEETS5 showing the formulae used. This display should also fit on one sheet of A4 landscape and include gridlines, row and column references