

Pearson LCCI

**Level 2 Certificate in
Practical ICT Skills (VRQ)**

**Spreadsheet Sample Assignment –
Candidate's copy**

Sample assessment material for first teaching
May 2007

Time: 1 hour 30 minutes

Paper Reference

ASE2222

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 ten items for assessment:

In workbook SSL2Sample Oceans 1

- **TASK 1** – 3-D Bar Chart

In file SSL2SampleT1.doc

- WP Document with 3-D Column Chart

In workbook SSL2Sample Oceans 2

- **TASK 2**
 - Base Spreadsheet
 - Formulae Spreadsheet
- **TASK 3**
 - Task 3a Three Spreadsheets
 - Task 3b Sorted Spreadsheet with Graphic
- **TASK 4**
 - Linked Spreadsheet
 - Formulae Spreadsheet

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

SSL2Sample.doc

Candidates are advised to read through the whole paper before starting the tasks

TASK 1 – create a chart

Data:

You work for Athenaville Travel and have been asked to set up various spreadsheets connected with the business. Three main sea voyages have been promoted in the last 2 years, namely voyages to the Pacific, Indian and Atlantic Oceans. Passenger numbers are as follows:

	Year 2005	Year 2006
Pacific	6400	8230
Indian	4633	6545
Atlantic	5487	7560

Action to take:

- Create a new workbook called **SSL2Sample Oceans 1** and key in the above data in a worksheet and name the worksheet tab **Chart Figures**
- Using the chart function, produce a clustered 3-D bar chart. Give the chart a title in bold capitals **Ocean Voyages – Passengers** and use a large font size (14 points or greater)
- Label the horizontal axis **Passengers** and the vertical axis **Ocean** and align this title vertically
- Position the legend in the top right-hand corner of the chart and show the data values on the chart. Check that they can be clearly seen
- Name this sheet **3-D Bar Chart** and include this tab in the header. Insert a footer which shows your name, today's date and the workbook name
- Display a copy of the chart on A4 landscape.
- Make a copy of the chart on a new sheet
- Change the chart type to a clustered 3-D column chart and name the tab **3-D Column Chart**
- Import this chart into the word processed document called **SSL2Sample.doc**
- Move the legend to the top left-hand corner
- Save this as **SSL2SampleT1.doc** and display a copy.

TASK 2 – set up ocean voyages spreadsheet

Data:

Athenaville Travel provides voyages to 3 popular areas and the prices are based on the type of cabins provided, Grand Luxe, Ultra Luxe or Standard, multiplied by the number of nights away. Certain extras are added to the price to give an all-inclusive cost for the holiday. These include travel insurance and excursions. An early booking discount is then calculated and deducted from the inclusive cost to arrive at the true cost.

Action to take:

- Create a new workbook called **SSL2Sample Oceans 2** and set up a worksheet called Voyages. Insert a heading in capitals ATHENAVILLE TRAVEL. Merge cells A to D and centre the heading, which should be in Arial, point size 14. Embolden the heading, surround it with a border and colour these cells
- All the sheets should be in A4 landscape format showing gridlines, row and column headings
- On all sheets insert a header to show the worksheet tab and a footer to show your name, today's date and the workbook's name
- In cell C3 enter the word Insurance and in cell D3 enter 5%
- On row 5 enter the following headings: **Ship Ref, Cabin Type, No of Nights, Nightly Rate, Brochure Cost, Insurance, Early Booking, Excursions** and **True Cost**. This forms the basis of your spreadsheet
- Column headings should be in bold print with initial capitals. Use point size 10. They should be displayed on one line only (longer headings should not be wrapped)
- Format all monetary columns for currency (£ and 2 decimal places), with a comma to separate thousands
- Right align all column headings except **Ship Ref** and **Cabin Type**. Ensure all column widths are adjusted to fit headings
- On the next row enter suitable formulae in all columns except for the **Ship Ref, Cabin Type, No of Nights, Nightly Rate** and **Excursions** columns. The **Brochure Cost** is based on the **No of Nights** multiplied by the **Nightly Rate**
- Travel **Insurance** is an additional charge to be added to the **Brochure Cost**. Calculate the **Insurance** by multiplying the **Brochure Cost** by cell D3 as an absolute reference. (Do not use the actual figure of 5% in your formula)
- The early booking discount is worked out as follows: if the **Brochure Cost** is more than £5000, the **Early Booking** is 9.5% of the **Brochure Cost**. If it is £5000 or less, then the **Early Booking** is 8% of the **Brochure Cost** (an IF function formula). Next calculate the **True Cost** of each holiday by adding up appropriate columns and subtracting the **Early Booking** figure
- Replicate your formulae over the next 2 rows
- On the next row (Row 9) in Column A add a heading **Subtotals**. Calculate the subtotals for the 5 final columns of the sheet. Format this row for bold and italics

- On the next row in column A add another heading **Average**. Calculate the average for the Brochure Cost column only. Format this row for bold and italics
- Save the sheet and display a copy
- Display a further copy of the worksheet showing the formulae used. Name this formulae sheet Voyages (F).

TASK 3a

Data: There are 3 ocean voyages:

Pacific Ocean

- Ship Ref PG1, Grand Luxe, 19 nights, Nightly Rate £516.45, Excursions £450
- Ship Ref PL2, Ultra Luxe, 28 nights, Nightly Rate £338.50, Excursions £384
- Ship Ref PS3, Standard, 25 nights, Nightly Rate £175.20, Excursions £189

Indian Ocean

- Ship Ref IG1, Grand Luxe, 22 nights, Nightly Rate £550, Excursions £450
- Ship Ref IL2, Ultra Luxe, 28 nights, Nightly Rate £288, Excursions £288
- Ship Ref IS3, Standard, 25 nights, Nightly Rate £168.75, Excursions £175

Atlantic Ocean

- Ship Ref AG1, Grand Luxe, 25 nights, Nightly Rate £523.75, Excursions £485
- Ship Ref AL2, Ultra Luxe, 28 nights, Nightly Rate £271.55, Excursions £432
- Ship Ref AS3, Standard, 25 nights, Nightly Rate £169.00, Excursions £175

Action to take:

- Recall Voyages to the screen. Copy this layout to 3 separate sheets of your workbook. Name these sheets Pacific, Indian and Atlantic
- Using the sheet called Pacific, key in PACIFIC OCEAN in cell F1. Use the Indian sheet to key in INDIAN OCEAN, and the Atlantic sheet to key in ATLANTIC OCEAN. Format these headings by emboldening and underlining them
- Enter the above data on the appropriate sheet (the remaining columns should automatically calculate figures from the formulae which have already been entered)
- Proofread the sheets and check that all cell contents are clearly visible and that each of the 3 headers shows the worksheet tab
- Display a copy of each sheet on A4 landscape.

TASK 3b – importing a graphic and sorting

- Make a copy of Atlantic and name the sheet Task 3. Use this sheet to do a primary ascending sort on No of Nights and a secondary descending sort on Nightly Rate
- Insert a new column to the left of column A (which now becomes column B) and

import into this column any graphic depicting a ship. Position this graphic and amend its size so that it covers an area from A4 to A11 approximately

- Remove the gridlines and row and column references from this sheet. Include the sheet name (tab) in the header. The footer should still show your name, today's date and the workbook name
- Display a copy of the sheet showing the graphic. Make sure that the entire sheet fits onto one sheet of A4 landscape.

TASK 4 – link spreadsheets

Data:

The Manager needs a worksheet comparing the cost of Ultra Luxe accommodation for 28 nights for each voyage. Use the data in the True Cost column which relates to each voyage's stateroom costs taken from that voyage's worksheet.

Action to take:

- Open a new worksheet and name it Links In cell A1 head the sheet **ULTRA LUXE CABIN COSTS COMPARED FOR A 28-NIGHT VOYAGE** in bold
- Leave a row then insert 2 column headings, Ocean and True Cost in bold
- Enter the 3 voyages in alphabetical order in Column A under Ocean
- In the True Cost column (Column B) create links with Task 3's worksheets using data for the Ultra Luxe cabins so that the total relating to each voyage is automatically inserted into the relevant cell in this new worksheet
- Leave a row and insert a formula to obtain the median of True Cost
- Save the worksheet and display a copy
- Make a copy of Links and name it Links (F). Convert this worksheet into a formulae sheet showing all the links for the data you have just entered
- Check that the header shows the tab name and that the footer shows your name, today's date and the workbook name
- Save the worksheet and display a copy showing these links.