

**Pearson LCCI**

**Level 3 Certificate in  
Practical ICT Skills (VRQ)**

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

Sample assessment material for first teaching  
May 2007  
**Time: 2 hours**

Paper Reference

**ASE3332**

**You do not need any other materials.**

*Turn over* ►

**S57439A**

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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 eleven items for assessment:

- **TASK 1** – Three Worksheets
  - Formulae Worksheet
- **TASK 2** – Linked Worksheet
  - Formulae Worksheet
- **TASK 3** – Pie Chart
  - Column Bar Chart
- **TASK 4** – Pivot Table figures, Worksheet and Chart

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

**SSL3SAMComputers.xls**

**SSL3SAMpivotComputers.doc**

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

## **Background**

You work for The One Stop Computer Shop which sells computer supplies. You have been asked to prepare the sales figures for goods sold by three members of their sales team and to analyse their sales.

### **TASK 1** – creating a formulae worksheet

**Data:** Open the workbook called **SSL3SAMComputers.xls** and follow the instructions below to create the worksheets. Refer to the data in the table on the next page.

- Each worksheet must be in A4 landscape orientation adjusted to fit on one sheet. Insert a header showing the worksheet tab's name and a footer showing your name and today's date. Headings and columns must be formatted consistently. Currency columns should be formatted for the £ symbol and 2 decimal places with a comma separator for thousands. Right align headings over currency and number columns. Use bold where appropriate
- Value Added Tax (VAT) at 17.5% is not included in the price. Using the absolute cell G4 calculate this formula on the **Total Less Commission**
- There is a shipping charge payable as an addition to the price. This shipping charge is calculated on the **New Total Inc VAT** field, and is then added to this **New Total Inc VAT** to obtain the **Final Amount**.

### **Action to take:**

- Refer to the worksheet called **Prices**
- On row 8 enter the formulae for all the columns except for the **Computer Supplies, No Bought, Price, Overall Shipping** and **Final Amount** columns. Use an **IF** function to calculate the **Commission** column and refer to the absolute cells B4 and B5. To calculate the VAT charge, use the absolute cell G4. Next add this VAT to the **Total Less Commission** column and insert the answer in the **New Total Inc Vat** column.
- On Row 18 insert formulae on this row to sum the totals for all columns except Computer Supplies, No Bought, Price, Overall Shipping and Final Amount
- Still on Row 18, insert the formulae for **Overall Shipping** and **Final Amount** under their appropriate columns. The figures (and formulae) for these 2 totals need only be entered at the base of the last 2 columns on this **Totals** row. You must use the absolute cell G5 to calculate the shipping formula to add to the **New Total Inc VAT** to get the **Final Amount**
- Rename this **Prices** worksheet with the seller's name **Tom Kipling** and then make 2 further copies which you should name **Sheila Davies** and **Nanda Gandhi**
- Use these worksheets to enter the relevant data from the table below in order to compile the 3 sellers' sheets. If the seller does not sell an item, delete that row from that seller's worksheet. The appropriate figures will be calculated automatically where you have entered formulae. Make sure you enter the seller's name in the appropriate cell (D1)

### Computer Supplies sold by 3 sellers

Seller	Computer Supplies Item	No Sold	
<b>Tom Kipling</b>	Goal Security Suite	25	
	Goal Office Suite	17	
	Monitor 21" LCD Widescreen	38	
	Widescreen Monitor 19" LCD	26	
	Dawson's Laser Printer	9	
	Dual Processors Computer	19	
	Ultralite Notebook	10	
	Dawson's All-in-one Printer	22	
<b>Sheila Davies</b>	Dual Processors Computer	16	
	Dawson's Laser Printer	12	
	Ultralite Notebook	15	
	Monitor 21" LCD Widescreen	19	
	Goal Security Suite	18	
	Widescreen Monitor 19" LCD	22	
	Goal Office Suite	31	
	Dawson's All-in-one Printer	28	
<b>Nanda Gandhi</b>	Widescreen Monitor 19" LCD	17	
	Ultralite Notebook	18	
	Goal Office Suite	35	
	Goal Security Suite	21	
	Dawson's Laser Printer	19	
	Dual Processors Computer	23	
	Dawson's All-in-one Printer	27	
	Laptop 15" Screen	15	

- Display the 3 individual sales sheets
- Display a copy of the completed worksheet for Nanda Gandhi showing the formulae used. Label this sheet **TASK 1 Formulae**. Make sure you show the row and column headings.

## TASK 2 – analysing and linking worksheets

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

### 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