

LEVEL 1 CERTIFICATE FOR IT USERS (NEW CLAiT) (2006)

Unit 2: Creating Spreadsheets and Graphs

---

Marking document for Sample Assignment MB/1

Print 1

**Header:** Candidate name, centre number, automatic date (English format, day/month/year)

Theatre Hours

Specialism	Spring	Summer	Autumn	Winter	Total	Hourly Cost	Total Cost
Orthopaedic	629	478.7	896.3	1200	3204	250	801000
Brain	125.3	134	117.8	128.2	505.3	360	181908
Cardiovascular	234.5	276.2	216.8	197.6	925.1	400	370040
Transplant	350	321.8	298.7	316.7	1287.2	550	707960
Paediatric	249	282.4	269	221.3	1021.7	295	301401.5
Cosmetic	87.7	142	128.5	115.4	473.6	250	118400

**Data as shown**

**“Total” and “Total Cost” column values calculated**

**Landscape orientation**

**Saved as “hours”**

**Print 2**

**Header:** Candidate name, centre number, automatic date (English format, day/month/year)

Theatre Hours							
Specialism	Spring	Summer	Autumn	Winter	Total	Hourly Cost	Total Cost
Orthopaedic	629.0	478.7	896.3	1200.0	3204.0	£250	£801,000
Neurological	125.3	134.0	117.8	128.2	505.3	£360	£181,908
Cardiovascular	234.5	276.2	216.8	197.6	925.1	£400	£370,040
Paediatric	249.0	282.4	269.0	221.3	1021.7	£295	£301,402
Cosmetic	87.7	156.7	128.5	115.4	488.3	£260	£126,958
Overall Cost							£1,781,308

- “Transplant “ row deleted***
- Overall Cost value calculated***
- Column labels centred (apart from column 1)***
- Numeric data right-aligned***
- “Hourly cost” data £ + integer***
- “Total cost” data £ + integer***
- Other figures 1 decimal place***
- Column labels shaded as shown***
- “Brain” replaced with “Neurological”***
- Summer Cosmetic figure changed to 156.7***
- Hourly Cost Cosmetic changed to £260***
- “Overall Cost” added and calculated using SUM function, £ + integer***
- Saved as “costs”***
- Gridlines printed***
- Landscape orientation, one page***

**Print 3**

	A	B	C	D	E	F	G	H
1	Theatre Hours							
2								
3	Specialism	Spring	Summer	Autumn	Winter	Total	Hourly Cost	Total Cost
4	Orthopaedic	629	478.7	896.3	1200	=SUM(B4:E4)	250	=F4*G4
5	Neurological	125.3	134	117.8	128.2	=SUM(B5:E5)	360	=F5*G5
6	Cardiovascular	234.5	276.2	216.8	197.6	=SUM(B6:E6)	400	=F6*G6
7	Paediatric	249	282.4	269	221.3	=SUM(B7:E7)	295	=F7*G7
8	Cosmetic	87.7	156.7	128.5	115.4	=SUM(B8:E8)	260	=F8*G8
9	Overall Cost							=SUM(H4:H8)

**Formulae shown in full**

**Formulae correct**

**Row and column headings shown**

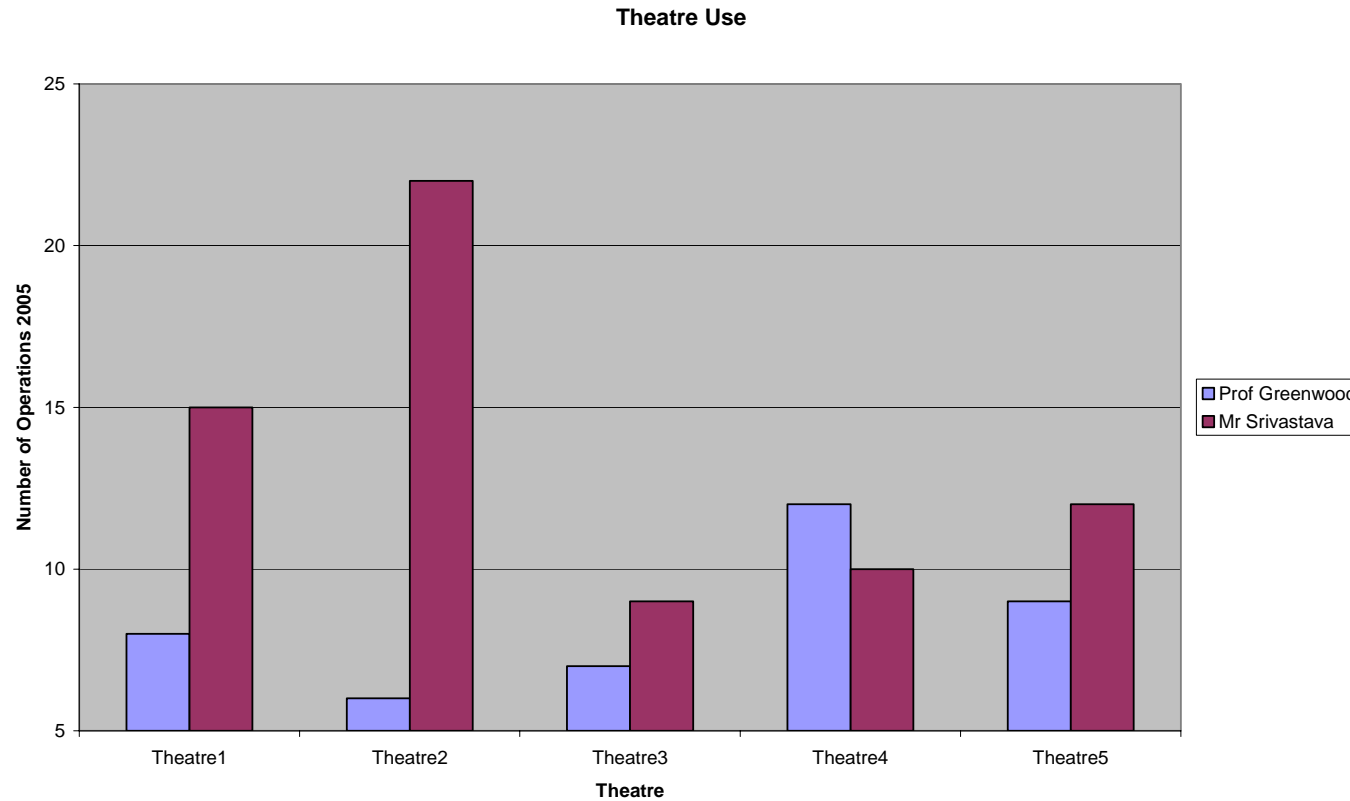
**Gridlines shown**

**Landscape orientation, one page**

**Saved as "costform"**

**Print 4**

**Header:** Candidate name, centre number, automatic date (English format, day/month/year)



**Comparative column/bar chart, chart title, axes titles, legend, bars distinctive  
Y axis scale 5-25, separate sheet, landscape orientation, one page, saved as “opgraph”**



**ORDER FORM - PRINTABLE & EDITABLE RESOURCES FOR CLAIT (LEVEL 1)**

VIEW SAMPLES AND ORDER ONLINE AT  
**www.justclait.co.uk**



**CLAIT PRACTICE (LEVEL 1) CD**

(covers Units 1 to 8) (supplied in Word and PDF format)

- **360** (45 per unit) stand-alone practice tasks with annotated solutions
- **24** (3 per unit) **OCR approved** FULL practice assignments with marked copies
- Suitable for use with ALL Microsoft Office versions and most other software
  - All data included
  - Print unlimited copies
- Edit yourself to create tailored resources and brand new versions



**CLAIT WORKBOOKS (LEVEL 1) CD**

(covers Units 1 to 8) (supplied in Word and PDF format)

- 8 step-by-step self-paced guides, fully editable for unlimited printing
  - Carefully mapped to the OCR CLAIT level 1 syllabus
- Edit and revise yourself to reflect system and software upgrades

The workbooks only are based upon: (1: Windows XP/Vista & Word 2003/7) (2: Excel 2003) (3: Access 2003) (4: Publisher 2003) (5: PowerPoint 2003) (6: Publisher 2003 (1 section uses Paint Shop Pro)) (7: FrontPage 2003) (8: Internet Explorer & Outlook 2003/7).

Code	Price	Product codes included	Tick here to order
<b>PRAC</b>	<b>£29.95</b>	EPA1 to EPA8 and EPT1 to EPT8	<input type="checkbox"/>

Code	Price	Product codes included	Tick here to order
<b>EWB</b>	<b>£69.95</b>	EWB1 to EWB8	<input type="checkbox"/>

Alternatively, you can order one or more products for individual CLAIT units (all supplied on 1 CD in Word and PDF format)	PRACTICE ASSIGNMENTS 3 full assignments & solutions per unit			PRACTICE TASKS 45 tasks & solutions per unit			WORKBOOKS Step-by-step self-paced guides		
	Code	Price	✓	Code	Price	✓	Code	Price	✓
<b>CLAIT (LEVEL 1) UNIT</b>									
1. FILE MANAGEMENT & e-DOCUMENT PRODUCTION	EPA1	£5.00	✓	EPT1	£5.00	✓	EWB1	£15.00	✓
2. CREATING SPREADSHEETS AND GRAPHS	EPA2	£5.00	✓	EPT2	£5.00	✓	EWB2	£15.00	✓
3. DATABASE MANIPULATION	EPA3	£5.00	✓	EPT3	£5.00	✓	EWB3	£15.00	✓
4. e-PUBLICATION CREATION	EPA4	£5.00	✓	EPT4	£5.00	✓	EWB4	£15.00	✓
5. CREATE AN e-PRESENTATION	EPA5	£5.00	✓	EPT5	£5.00	✓	EWB5	£15.00	✓
6. e-IMAGE CREATION	EPA6	£5.00	✓	EPT6	£5.00	✓	EWB6	£15.00	✓
7. WEB PAGE CREATION	EPA7	£5.00	✓	EPT7	£5.00	✓	EWB7	£15.00	✓
8. ONLINE COMMUNICATION	EPA8	£5.00	✓	EPT8	£5.00	✓	EWB8	£15.00	✓

DELIVER TO : \_\_\_\_\_  
 ORGANISATION (if applicable) : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_

**NO VAT!  
NO POSTAGE!**

**EASY TO ORDER – DESPATCHED WITHIN 24 HOURS BY 1<sup>st</sup> CLASS POST**  
 No account required – just tell us what product codes that you want to order and where to send your CD!  
 (If you wish to pay by credit/debit card or PayPal please order online at **www.justclait.co.uk**)

**4 ways to order**

No account required – just tell us what product codes that you want to order and where to send your CD!

 **Online** (credit or debit card or PayPal)  
**www.justclait.co.uk**

 **Email** (we will invoice you)  
**info@justclait.co.uk**

 **Telephone** (we will invoice you)  
**0770 987 9206**

 **Post** (we will invoice you)  
Send this form or your official order to:

**JustClait, 41 Heathfield Road, Norton, Evesham, WR11 4TQ**

**Please quote product codes**